



# Charlotte R. Gigje

A versatile individual who can adapt to various roles, passionate about both science and literature. Skilled in organization, computer literacy, and delivering exceptional customer service. Capable of working independently or collaboratively, strives to exceed expectations and efficiently meet the needs of clients.

## ORGANIZATIONS AND RELATED EXPERIENCES

**Disaster Management Services (DMS) Volunteer** April 2024 - Present  
Philippine Red Cross - Cagayan de Oro-Misamis Oriental Chapter

- Underwent comprehensive training to become a competent, efficient, and skilled volunteer; focused primarily on emergency and disaster situations.
  - Training and Competence:
    - Completed rigorous DMS training courses to enhance skills and knowledge.
    - Developed proficiency in handling emergency scenarios and disaster response.
  - Collaboration:
    - Worked closely with other trained volunteers as one unit.
    - Coordinated efforts to provide effective disaster relief services.
  - Community Resilience:
    - Assessed and strengthened community capacity to mitigate risks.
    - Contributed to disaster preparedness and response efforts.
    - Facilitated recovery and coping strategies after disasters.

**Student Intern** February 2024 - April 2024  
Xavier University - McKeough Marine Center

- Actively contributed to various aspects of marine biology and scientific communication
  - Technical Writing:
    - Authored scientific research papers and laboratory reports.
    - Demonstrated proficiency in communicating complex marine science concepts.
  - Event Organization:
    - Successfully organized and hosted monthly BioTalks and Marine BioTalks.
    - Facilitated knowledge sharing and networking within the marine biology community.
  - Field Work:
    - Conducted marine field sampling, gaining hands-on experience in data collection.
  - Science Communication
    - Wrote scientific feature articles, making science accessible to a broader audience.
    - Crafted engaging narrative pieces to highlight the research center's work.

## CONTACT

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- ✉️ charlottegigje91@gmail.com

## INFORMATION

- Age: 22 years old
- Citizenship: Filipino
- Place of Birth: Cagayan de Oro City, Misamis Oriental, 9000, Philippines

## EDUCATION

**Bachelor of Science in Biology**  
Xavier University - Ateneo de Cagayan  
2020-2024

**General Academic Strand with  
Focus on Criminology**  
PHINMA - Cagayan de Oro College  
2018-2020  
With Honors

**Special Program in the Arts with  
Specialization in Theater Arts**  
Misamis Oriental General  
Comprehensive High School  
2014-2018  
5th Honorable Mention

## SHORT COURSES

**Driving NCII**  
Asian Business Cabletow  
Cooperative Academy, Inc.  
2024

## SKILLS

- Fundamental Scientific Research Skills (Field Sampling & Technical Writing)
- Basic Microbiology Skills & Other Fundamental Biology Lab Procedures
- Emergency First Aid Skills
- Teaching and journalistic skills
- Communication skills (Oral and Written)
- Basic photo editing and video editing
- Theater Arts (choreography or directing a theater play, film, etc.)
- Computer Literate: Microsoft Word, Excel, PowerPoint, Publisher, Canva
- Leadership and analytical skills
- Adept in planning strategies

## REFERENCES

**Anne Sherlyn Bungcasan, MS**  
Technical Assistant  
Xavier University - McKeough Marine Center  
09368943889

**Joseph Aries Señara**  
Station Manager  
Brigada News FM Cagayan de Oro  
09451421155

**Margie Sumbal**  
Chapter Service Representative  
Philippine Red Cross-Cagayan de  
Oro-Misamis Oriental Chapter  
09193814381

## 143 Department Head

August 2023 - May 2024

Xavier University - Red Cross Youth

- Led and coordinated Red Cross Youth (RCY) activities in collaboration with other RCY departments, fostering humanitarian values and promoting volunteerism among students in the school.
- First Responder Knowledge:
  - Demonstrated expertise as a first responder, ensuring readiness to handle emergencies.
  - Equipped with essential skills to provide immediate assistance during critical situations.
- Leadership and Training:
  - Oversaw the execution of departmental activities, with a primary focus on first aid training.
  - Led and guided department members through training sessions conducted by the RCY chapter.
  - Nurtured a team of first aid frontliners, prepared to respond effectively during school events, including intramurals.
- Event Coordination:
  - Organized and facilitated events, workshops, and awareness campaigns related to humanitarian work.
  - Promoted safety awareness, health education, and community well-being.
- Volunteer Engagement
  - Encouraged active participation among RCY volunteers, fostering a sense of responsibility.
  - Inspired a culture of service and compassion within the student community.
- Collaboration with School Authorities
  - Worked closely with school authorities, especially during activities where first aiders were crucial.
  - Integrated RCY initiatives seamlessly into the school's co-curricular programs.

## Social Media Manager

August 2022 - May 2023

Xavier University - Red Cross Youth

- Enhanced the organization's online presence and engagement.
- Social Media Management:
  - Managed the RCY's social media platforms (i.e. Facebook).
  - Curated content, scheduled posts, and ensured consistent branding and messaging.
- Content Creation:
  - Created and edited visually appealing promotional materials (PubMats) for RCY events, campaigns, and initiatives.
  - Designed graphics, infographics, and banners to convey important messages effectively.
- Community Engagement:
  - Responded to inquiries and messages from the public through social media chats.
  - Fostered positive interactions, addressed concerns, and provided accurate information.
  - Promoted RCY activities, volunteer opportunities, and humanitarian causes.

**102.5 Brigada News FM Cagayan de Oro**

- Contributed actively to the democratic process by disseminating accurate information and promoting civic awareness.
- Information Gathering:
  - Monitored election-related news, updates, and developments from reputable sources.
  - Stayed informed about campaign activities, candidate profiles, and electoral regulations.
- Candidate Coverage:
  - Followed the campaign season from start to finish, tracking candidates' activities, speeches, and promises.
  - Interviewed candidates, local officials, and community members to provide balanced coverage.
- Content Creation:
  - Produced informative content such as articles, social media posts, and videos.
  - Highlighted candidates' platforms, qualifications, and track records.
- Event Reporting
  - Covered election-related events, rallies, and debates.
  - Captured photos, videos, and soundbites for dissemination.
- Fact-checking and Accuracy
  - Verified information to prevent the spread of misinformation.
  - Ensured that all content adhered to journalistic standards.

**SEMINARS AND TRAININGS ATTENDED:****Standard Disaster Risk Reduction Management Training**

Philippine Red Cross - Cagayan de Oro-Misamis Oriental Chapter  
· May 13 - 17, 2024

**Marine BioTalk: Unveiling Seahorse Enigmas**

Xavier University-McKeough Marine Center  
· April 26, 2024

**Basic Disaster Risk Reduction and Management Training**

Philippine Red Cross - Cagayan de Oro-Misamis Oriental Chapter  
· May 22 - 24, 2024

**BioTalk: Designing Multi-Epitope Subunit Vaccine using in Silico Approaches**

Xavier University-McKeough Marine Center  
· March 22, 2024

**Marine BioTalk: Seeds of the Sea: Nurturing Growth of Eucheumatoid**

Xavier University-McKeough Marine Center  
· February 28, 2024

**Webinar: DOLE for CAS & Aggies Batch 1**

Department of Labor and Employment  
· February 21, 2024

### **Webinar: Job Search for CAS Batch 1**

Xavier University - Ateneo de Cagayan  
· November 29, 2023

### **Dance of Love: A Mini-Talk About Marine Turtles**

Xavier University - Ateneo de Cagayan  
· February 11, 2023

### **XU-RCY Enhancement First Aid Training (EFAT)**

Philippine Red Cross Youth - Cagayan de Oro-Misamis Oriental Chapter  
· October 9, 2023

### **XU-RCY Youth Volunteer Formation Course (YVFC)**

Philippine Red Cross Youth - Cagayan de Oro-Misamis Oriental Chapter  
· August 20 - 21, 2023

### **SIBYA: The 11th Student Communication Congress**

The Crusader Publication  
· June 10, 2023

### **XU-RCY Emergency First Aid Training (EFAT)**

Philippine Red Cross Youth - Cagayan de Oro-Misamis Oriental Chapter  
· February 25, 2023

### **SIBYA: The 10th Student Communicators Congress**

The Crusader Publication  
· June 18, 2022

## **RELEVANT MERITS**

### **Undergraduate Thesis**

**Gigje, C.**, Garcia, G. & Gualberto, D. (2024). *Airborne microfungi in select indoor environments of Xavier University - Ateneo de Cagayan*. (Unpublished undergraduate thesis). Xavier University-Ateneo de Cagayan.