

# COLEEN JOYCE BAUTISTA-TABADERO

- AB Political Science
- Juris Doctor
- Professional Civil Service Eligible
- TOEIC Score: 940



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## Contact Information

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## Personal Statement

- A diligent graduate of Juris Doctor with strong leadership skills
  - A well-trained public speaker and offers excellent critical thinking skills with a desire to pursue a career in the field or law.
  - Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively.
  - A well-trained debater who is excellent in English communication and offers impromptu analytical skills.
  - Willing to be trained and is eager to learn more especially in the field of law.
  - Computer literate and works well with Microsoft Office and Macintosh Applications.
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## Education

2016- 2020	Juris Doctor	New Era University
2012- 2016	AB Political Science	New Era University
2008-2012	Secondary Education	New Era University
2002-2008	Elementary Education	Graceland Christian College

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## Work Experiences

- **Contract Analyst**  
**Accenture, Inc.**  
July 2022- Present  
**Roles:** Provide Legal Review of software contracts and license agreements to prevent the involvement of Accenture in legal related disputes.  
-Handles Philippines, US and ASEAN contracts and cases.  
-Does public speaking engagements representing Accenture Legal
- **Freelance Legal Virtual Assistant**  
March 2022- March 2024  
**Roles:** Provide legal support and contract review for US Based Clients  
-Calendar Management, Email Management, Appointment Setting, Client Calling, Basic Bookkeeping and Legal Research.  
  
**-Project Development Officer**  
**Department of Environment and Natural Resources**  
Biodiversity Management Bureau- Coastal and Marine Division, Quezon City  
May 2021- March 2022  
**Roles:** -Formulate policies and projects for the benefit of the Regional and Field Offices of the DENR  
  
-Deal with International Organizations involving the environment and projects and polices relating to the environment and laws.  
  
-Provide Legal Assistance and Consultation to the Coastal and Marine Division of BMB
- **College Professor**  
**Makati Science Technological Institute of the Philippines**  
Sta. Mesa, Manila  
August 2021- March 2022  
**Roles:** -Teaching subjects Rizal: Life, Works and Writings; Art Appreciation; sand Understanding the Self
- **Caloocan City North Hall of Justice**  
**Court Interpreter- Trainee**  
Hall of Justice, Caloocan City North, Camarin, Caloocan  
January 2018- March 2018  
**Roles:** Interpret and Translate the Court Proceedings and act as the presiding announcer

during Court Proceedings

- **New Era University Legal Aid Clinic Apprentice**  
Professional Schools Building, New Era University, Quezon City  
August 2017- December 2017  
**Roles:** Provide Legal Assistance to Lawyers and Clients of the Legal Aid Clinic
  - **51Talk Philippines**  
**E-educator of the English Language to Japanese and Chinese Students**  
June 2016- August 2016  
**Roles:** Teach the English Language to Japanese and Chinese Students
  - **Office of the Ombudsman**  
**Legal Research Assistant to Professor Abraham J. Manalo**  
Office of the Ombudsman, Agham Rd., Quezon City  
March 2016- May 2016  
**Roles:** Provide Legal Assistance to Lawyers and Clients of the Office
  - **51Talk Philippines**  
**E-educator of the English Language to Japanese and Chinese Students**  
March 2015- March 2016  
**Roles:** Teach the English Language to Japanese and Chinese Students
  - **Office of Congressman Teodorico T. Haresco, Jr., Lone District of Aklan Intern**  
House of Representatives, Bataan Complex, Quezon City  
November 2015- January 2016  
**Roles:** -Draft bills and pleadings for the Plenary  
  
-Provide Legal Assistance to the constituents of Aklan and the Office of Cong. Haresco
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## **Extra-curricular Activities**

- **Philippine Delegate**  
Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI-CFF)  
Manado, Indonesia  
May 2021- March 2022
- **Licensed Diver – Philippine Association of Diving Instructors (PADI)**  
June 2021 to June 2022

- **Debate Chairman, New Era College of Law Student Council**

New Era University, Quezon City

August 2018- May 2019

- **Vice President for External Affairs, New Era Political Science Society**

New Era University, Quezon City

June 2014- March 2015

- **Arts Commissioner, New Era Political Science Society**

New Era University, Quezon City

June 2013- March 2014