

# **KAREN JOY R. TUBIO**

Khalidiya Street, Abu Dhabi, UAE

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## **Personal Details:**

**AGE** : 43 Years Old  
**DATE OF BIRTH** : November 10, 1981  
**GENDER** : Female  
**CIVIL STATUS** : Married  
**CITIZENSHIP** : Filipino  
**HEIGHT** : 4'11  
**LANGUAGE SPOKEN** : English, Tagalog

## **Objective**

Aiming to utilize my skills and education in a role that offers opportunities for growth and advancement.

## **Skills / Abilities**

- Hardworking
- Proactive
- Willing to learn and be trained
- Highly energetic
- Customer-oriented
- Responsible
- Fluid and precise movements
- Commanding presence
- Upbeat and engaging personality
- Persistent
- Passionate
- Team player
- Proficient in Microsoft applications

## **Professional Summary**

Experienced Office Administrator and Zumba Fitness Instructor with 10+ years in administrative operations and fitness instruction. Skilled in managing office functions, coordinating schedules, and maintaining organized records. Certified in Zumba and Retro Fitness, fostering wellness and inclusivity. Committed to efficient operations and positive engagement in both office and community settings.

## **Professional Experiences**

### **RECREATION AND ZUMBA INSTRUCTOR**

**2024 – 2025**

FILIPINO INSTITUTE, ABU DHABI

- Lead high-energy Zumba classes tailored to various fitness levels, ensuring an engaging and fun workout experience for students at Filipino Institute.
- Plan and oversee diverse recreational programs to promote health, wellness, and community engagement.
- Encourage and support participants in achieving their fitness goals through dynamic routines and personalized guidance.
- Organize themed fitness events and group activities to enhance member participation and enjoyment.

### **OFFICE ADMINISTRATION STAFF**

**2021 – 2024**

MARINA SPATIAL PROPERTIES, DUMAGUETE CITY

- Manages day-to-day office operations, including scheduling meetings and maintaining filing systems.
- Coordinated communication between clients, staff, and service providers to ensure smooth operations.
- Assist tenants with inquiries and concerns.
- Monitors unit maintenance schedules and coordinates with repair service providers.
- Processes payments, prepared invoices, and tracked monthly expenses for operational transparency.
- Assists in organizing community events and resident activities to foster engagement.

### **ZUMBA INSTRUCTOR**

**2014 – 2024**

LOCAL GOVERNMENT UNIT OF AMLAN AND DAUIN, BUREAU OF FIRE PROTECTION IN MANILA, ANYTIME FITNESS GYM IN DUMAGUETE CITY, and OTHER PRIVATE CLASSES

- Leads Zumba classes for beginners and active senior citizens with average of 13 students per class.
- Combines core Zumba rhythms (Merengue, Salsa, Cumbia, and Reggaeton) with approved dance moves and choreography.
- Designs tailored workouts to meet the specific needs of older adults versus younger adults.

### **DANCE CLASS TEACHER FOR KIDS**

**2022 – 2024**

PROJECT S.P.A.R.K.L.E at BULAK ELEMENTARY SCHOOL, PHILIPPINES

- Trains young primary students in dancing at Bulak Elementary School, Philippines.
- Organizes bi-weekly dance performances, featuring individual students and couples.
- Guides individuals, groups, and couples in learning the fundamentals of modern hip-hop.
- Monitors student progress, offering feedback and encouragement.

**FOOD SERVICE SUPERVISOR****2020 – 2022**

SSAMGYUPSARAP KOREAN GRILL HOUSE, PHILIPPINES

- Supervises and coordinates staff activities related to food preparation and portioning.
- Maintains records of stock levels, repairs, sales, and waste.
- Estimates ingredient and supply needs, and place orders accordingly.
- Ensures food service meets quality standards and maintains consistency.

**PURCHASING CLERK ASSISTANT****2005 – 2006**

CS ENRIQUEZ MECHANICAL SHOP CORPORATION, PHILIPPINES

- Negotiates contract terms, agreements, and pricing with suppliers.
- Tracks orders to ensure timely delivery and fulfillment.
- Maintains accurate and up-to-date records of purchased products, delivery details, and invoices.
- Prepares purchase reports, including cost analysis and recommendations.

**TEAM MEMBER / FOOD COUNTER ATTENDANT****2001 – 2004**

KFC AND GREENWICH, MANILA, PHILIPPINES

- Oversees food preparation, inventory management, baking, and cashiering duties in the kitchen.
- Ensures cleanliness, hygiene, and sanitation standards are maintained in the kitchen and stockroom.
- Assists customers with their orders and prepare food according to their specifications.
- Operates cash registers and address customer complaints or inquiries in a professional manner.

**Educational Attainment:**

ZUMBA / ZIN INSTRUCTOR CERTIFICATION, PHILIPPINES

**2014**LIVE FOR LIFE CAREGIVER TRAINING CENTER, PHILIPPINES  
Caregiver Basic Course**2003 – 2004**

JUDGE JUAN LUNA HIGH SCHOOL, PHILIPPINES (Graduated)

**1994 - 1998**

GSIS ELEMENTARY SCHOOL, PHILIPPINES (Graduated)

**1988 - 1994****Character References:****GINROSE VILLO**

Nursery Supervisor

Redwood Montessori, Abu Dhabi

**VINCE THOMAS PARDO**

Project Manager

Real Results Marketing Management LLC, Dubai