



# MA. CHARISSA FERNANDEZ

Researcher / Data Encoder / Musician

## DETAILS

General Trias, Cavite, Philippines, Pasong Kawyan 2, 1407

+639210404502

charissa2017@gmail.com

## WEBSITES AND SOCIAL LINKS

Youtube: <https://www.youtube.com/@ma.charissafernandez3727>

LinkedIn: <https://www.linkedin.com/feed/>

## SUMMARY

Working for 14 years as a Data Encoder / Junior Musicologist and 2 years as a Voice Teacher is great training and experience for me. As a Junior Musicologist, achieving daily required quota, fixing albums with errors to be more accurate and doing other project tasks using different tools like XML, Notepad, Microsoft 365 tools, Teams, Gmail, Google Sheet tools and browsing on the internet tools are a great experience with much learning skills equipped. My sideline is teaching voice lessons for people at all ages. Teaching technique of proper way of singing and having them perform on recitals is a great experience for me as a person and as an employee. Being inspired by those experiences, I am now ready to start a new journey to gain more knowledge with new people in a new environment. Being PWD with low vision is not an excuse for not learning, gaining, and achieving new goals in life; instead, it is an inspiration to continue to grow and survive challenges in my career.

## EXPERIENCE

### **Voice Teacher, Ray Santos Music Studio, San Pedro Laguna**

JAN 2025 – CURRENT

- Short Lecture: Introduction to the entire course. Short discussion and explanation to students regarding the entire outline of the voice lesson sessions.
- Teach students different vocal exercises and breathing techniques using piano / keyboard or vocal exercises online recorded available on YouTube.
- Research some songs from different social media platforms (YouTube) to fit to the student's voice classification.
- Assigning songs to students 5 days before the next lesson schedule on a social media platform such as Messenger, Viber, or Teams, so that the students have ample time to study the songs before the lesson schedule comes.

- Using Google Meet / Messenger / Viber / Teams during lesson sessions, after vocal exercises, the assigned songs will be discuss to students. (Let them sing first, then correct them by teaching the correct way of singing, correct tones, pitches, correct posture, proper breathing, in which phrase or part of the song they are going to breathe, and correct pronunciation, teaching facial expression and how to interpret the songs with emotions).
- Prepare the students for recital: When there is a schedule for online recital, prepare the best songs that the students have studied during the voice sessions then sent the list to the in charge of the recital program so that they will be included on the list to perform.
- Inform the students by sending the invitation thru GC for the online recital and let the students with their parents prepare by sending videos of their performance to the in charge of the recital and wait for the date to be uploaded release live at social media.
- When the Online Recital was finished, the school give an online certificate to each student participant as a sign or proof of joining the program.
- Give feedback to the students about their performance during the online recital. Giving constructive feedback in every voice lesson sessions and during the performance on recital gives them positive outlook, boost their confidence in singing, and give helpful and positive advice not only to the students but also with parents on how to improve more in singing and give positive tips to help students grow and improve their musical talents.

## **Junior Musicologist II, Naxos Global Distribution Limited Inc., Makati City**

DEC 2011 – CURRENT

### **Project Team**

#### **Instrumentation and Publishers Tasks**

- From the scanned copy of the BBC Catalogue Encyclopedia (Orchestra) pdf sent via email, a list of composers, work titles, arrangements, instrumentations, publishers, and timings listed. Analyze and search these information at the Naxos Database and input all the data needed from the BBC pdf to the Naxos database.
- If the composer and its works are available on the database, then update all the information missing source form BBC pdf to the Naxos database so that the information on the database will be more accurate and updated.
- If the composer and its works are not available at Naxos database then create a new entry ID in which a Musicologist must enter all the details from BBC pdf to the Naxos database. (Composer Name, Work Title with correct format, Date of Composition, Date of Publication, Opus Number, Composer's Catalogue Number, Arrangers, Lyricists, Timings, and Remarks - where put all the notes where the information gathered) and save, then the new ID is created.
- Either the Composer's works are existing at Naxos database or newly created entry from BBC pdf as source, Musicologist must enter the correct Instrumentation and Publisher found from BBC pdf entered at Naxos Database for accuracy and updated information.
- Musicologist must obtain a daily quota everyday, and be inspected by the Senior Musicologist for corrections and revisions.
- If there are corrections then Senior Musicologist informed the Junior Musicologist about the corrections and some data that need to be fix in a certain period of time via skype, email, or teams platforms.

- Then send done fixes works via email, skype, teams, to inform Senior Musicologist that the corrections are done and ready for double checking. Have a copy list of works that have done corrected. Put them in a separate excel file for monitoring and for evaluation in the future.

The same process done in other client labels like, Centaur Records, Edwin A. Fleisher and more.

### **CD Input Team**

#### **CD Input Process Tasks**

This tasks goes the same process with Instrumentation and Publishers Tasks. But there are also some difference:

- Albums assigned to us Musicologist comes from different client labels like; Sony Classical, Universal Music, Brilliant Classics and many more labels. A 12 album quota per day with different number of tracks from 1 track album to 50 tracks or more in one albums assigned to us for album processing and submit finish products within the day for corrections and checking for detailed and accurate data.
- From different Album labels, assets like pdf, xml, excel sheets from different labels, Musicologist must inspect the contents of an album and report by sending emails to assigned person in charge to inform the Label for data clarification.
- Listening to audio to compare the data from label and the data from Naxos if it is correct to confirm that the instruments entered are correct and the category and genres are correct.

#### **Voice and Piano Teacher, Lyric Piano Organ Corporation, Pasay City**

MAR 2011 – DEC 2011

Teaching face to face for students who wants to learn piano basic and voice lessons are the same as online lessons but there are also difference in way of teaching.

- Preparing piano lessons for students by checking all available books provided by the company and introduce to them the basic fundamentals of learning piano like note reading (Introduction to reading notes) piano exercises for right hand first and followed by the left hand and then play the piano with both hands together, Until they can play simple pieces together in both hands.
- When they can play simple pieces then the piano teacher can assign much advance piano pieces for the students to practice and play in every lesson.
- Prepare the best piano pieces for the upcoming recital. Pick up the best choices of piano pieces that the student is comfortable when playing it in front of audience.
- Let the students practice the piano pieces and send daily constructive and positive feedback in every lesson and encourage them to practice more specially during the preparation for recital for the great performance.
- After the recital encourage the students to continue practicing and give them a positive feedback to boost their confidence to continue to improve their talent in music.

## EDUCATION

**Bachelor of Music Education, Music Education, Santa Isabel College, Taft Avenue, Metro Manila, Philippines**

2003 – 2010

- Performed in multiple ensembles and recitals

## SKILLS

Data entry,

Database Accuracy,

Content Research

Tools: Excel, XML, PDF, One Note, Bitly

Websites: YouTube, LinkedIn, Wikipedia, Spotify

Piano Basics

Good Communication, Problem Solver, Patience

Teamwork and collaboration

Decision-making

Attention to Detail

Browsers: Google Chrome, Edge, Firefox, Opera

Vocal Coaching: Exercises, Techniques in singing

Repertoire Selection

## LANGUAGES

English

Filipino

## ACHIEVEMENTS

1. Company Service Award for 5 years, 12/01/16
2. Project Team Top Performer, 11/01/17
3. Naxos Manila Music Department Employee of the Month Award, 11/01/17

## REFERENCES

● Harmon Arceo (Classmates since College, Former Colleague at Naxos Global Distribution Ltd. and Present Co-Teacher at Ray Santos Music Studio)

Email: [harmonarceo@gmail.com](mailto:harmonarceo@gmail.com)

Contact No. 09059267565

● Maria Cecilia Salay (Present Colleague at Naxos Global Distribution Ltd.)

Email: [macelsalay@gmail.com](mailto:macelsalay@gmail.com)

Contact No. 09166406594

● Ray Santos (School Owner at Ray Santos Music Studio)

Email: [raysantosmusic@gmail.com](mailto:raysantosmusic@gmail.com)

Contact No. 09175199063

● Mark Von Fernandez (Brother, and Back Office Staff at Abbot Laboratories)

Email: [markos760305@gmail.com](mailto:markos760305@gmail.com)

Contact No. 09670978399

## TRAINING

■ People Handling Skills, 01/01/17

■ Promoting a Professional and Positive Workplace, 01/01/18

## WORK FROM HOME EQUIPMENT

Intel(R) Core(TM) i5-3470 CPU @ 3.20GHz 3.20 GHz, 8.00 GB (7.89 GB usable), 64-bit operating system, x64-based processor, Wired Internet with Landline and WIFI, Suntex Apollo Supreme H1 Headphone 7.1 Stereo Surround Sound Headset USB2.0 Headphones with Mic Earphones with LED light Noise Cancellation Headphone Gaming with 3.5mm Audio Jack Cable IPX5 for Mobile Phone and Laptop, SriHome SH002 4MP 2K QHD Resolution 110 Wide-Angle PC Webcam Built-in Noise-Canceling Microphone Plug and Play, I have a workstation at home, a separate space where I usually work.

Speediest: <https://www.speedtest.net/result/18657451721>

About My Desktop at Home: <https://drive.google.com/file/d/1q9aGDn5bZd0pv1wrE-x3GCBY2pF8pj1r/view?usp=sharing>

Typing Speed: [Text Accounts](#)

## PERSONAL INFORMATION

Date of Birth: April 7, 1984

Age: 41

Additional Contact No. (046) 456 9280

## IMPORTANT INFORMATION

I am a PWD, and my vision in both eyes are very low. I am using Magnifier Settings when I am working on my computer to help me see and read stuff clearly.

Magnifier settings is a computer tool to make a computer screen view enlarge. It helps people with a vision disability see and read contents of the computer screen.

Example of Magnifier Settings: [https://www.youtube.com/watch?v=tAeGwpZj\\_b8](https://www.youtube.com/watch?v=tAeGwpZj_b8)