



DIANA T. MONTES

CAREER OBJECTIVE

To work with due credibility, diligence, and integrity in accordance with professional ethics.

CONTACT

ADDRESS:

718 M.L. Quezon St., Cor. M.H. del Pilar St., Zone 8, Baybay City, Leyte

PHONE:

0936 953 6869
0939 102 1529

EMAIL:

stephenmontes012345@gmail.com

EDUCATION

VISAYAS STATE UNIVERSITY – MAIN CAMPUS

August 23, 2021 - Present

Master of Management in Business Management

UNIVERSITY OF SAN JOSE RECOLETOS – MAIN CAMPUS

2018 - 2019

CPA Review

SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES

Summer 2018

BACHELOR OF SCIENCE IN ACCOUNTING TECHNOLOGY

SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES

2013 - 2018

BACHELOR OF SCIENCE IN ACCOUNTANCY

VISAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL

2009 - 2013

HIGH SCHOOL

GRACE CHRISTIAN SCHOOL

2001 - 2009

PRE-SCHOOL AND ELEMENTARY

WORK EXPERIENCE

VISAYAS STATE UNIVERSITY – MAIN CAMPUS

March 17, 2021 – December 31, 2021

Substitute Instructor I

SISON CORILLO PARONE AND COMPANY

May 15, 2019 – July 15, 2020

Accounting Associate, Junior Auditor

LAND BANK OF THE PHILIPPINES

April 2017 – May 2017

Student Intern

ELIGIBILITY AND CERTIFICATION

CERTIFIED BOOKKEEPER (CAT LEVEL 1)

Member, Institute of Certified Bookkeepers of UK
December 2021

CIVIL SERVICE ELIGIBLE - PROFESSIONAL

November 2015



SKILLS

English fluency

Software literacy (especially Quickbooks and Xero Accounting)

Business correspondence proficiency

Confidence building

Enthusiasm for learning and further training

Corporate finance

Confidentiality

Standards of accounting

Knowledge of regulatory standards

General business knowledge

Data analysis

Attention to detail

Critical thinking

Problem analysis and problem-solving

Organization

Adaptability

Patience

Leadership and teamwork

Conflict resolution

Creativity

CHARACTER REFERENCES

MARILOU E. MALQUISTO

Dean, Accountancy Department
Saint Paul School of Professional
Studies
0977 002 1928

A. ELENA D. DICO

Branch Manager
Land Bank of the Philippines – Baybay
Branch
(053) 563 – 9218

AHNGESSA I. TUMAMPOS

Branch Manager
Sison Corillo Parone and Company
(032) 254 – 5469