

JERIMI ANN B. SATUITA

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Baybay City, Leyte

BS IN DEVELOPMENT COMMUNICATION

Motivated and result-driven development communication graduate seeking a challenging position within a large organization as a Administrative Aide VI (Clerk III). Offering a strong foundation in office management, data analysis, and strong communication skills, with a proven ability to drive efficiency, deliver successful outcomes and collaborate within cross-functional teams.

KEY COMPETENCIES

Process improvement

Data-driven strategic planning

Cost-benefit analysis

Report writing and presenting

Critical thinking skills

Excellent communication skills

Strong interpersonal skills

Proactive and self-motivated

Exceptional organisational skills

PROFESSIONAL EXPERIENCE

Personal Collection Direct Selling Inc. Baybay Branch
Credits and Collection Associate

Sept. 11,2023- February 11,2024

Ensure quality of new recruits and collection of payments from dealers accounts, and negotiations for delinquent accounts as necessary. Take progress in increasing the Collection Efficiency Rate (CER) . Attends weekly cadence and prepare financial modelling report to ensure improvement of the branch collection target. Communicate and negotiate with the dealers every day.

Jervoso Law Firm (Law and Notarial Office)
Emergency Staff

Jan. 06,2023- Dec. 28,2023

Assisted colleagues in legal research as well as office management. Execute drafting of legal documents before submitting to the legal council. Organize and sort file cases in between year 2016 to 2022 for the filling of documents.

Agricultural Training Institute Regional Training Center VII
Student Intern (On the Job Training)

Oct.10,2023Feb.14,2023

Prepared lay-out and organizational report to be posted in the website with precise and credible information. Assisted seminars and orientations during out of university premises. Creates radio plugs and media programs for the organization

Sunshine Motorcycle Spare Parts
Front Desk Specialist

April 6,2017- May 28,2018

Assist customers needs and inquires. Also responsible for the finance breakdown per week along with maintaining and organizing equipment and spare parts in the store.

EDUCATION & CERTIFICATIONS

Bachelor of Science in Development Communication

Vlsayas State University- Main Campus
Cum Laude

Presidential Decree No. 907

Certification of Eligibility