



CONTACT ME

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St. Baybay City, Leyte

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EDUCATION

BSBA-Financial Management
Franciscan College of the Immaculate
Conception, Baybay, Leyte, Incorporated
2018 - 2022

Secondary
Palompon Insitute of Technology
Palompon, Leyte
2005 - 2009

Primary
Palompon South Central School
Palompon, Leyte
1999 - 2005

SKILLS

Communication

Computer

Interpersonal

Adaptability

Responsibility

Daisy E. Pantorilla

College graduate with work experience. Seeking to leverage acquired academic knowledge into effectively filling your office clerk position. An employee who would like to work with other professionals to improve skills which will allow me to further contribute in the administrative task.

WORK EXPERIENCE

On the Job Training March 2022 - June 2022

Local Government Unit of Baybay City

Cancel old tax declarations in the book. Remove unnecessary files. Segregate files. Process voucher. Tax mapping.

On the Job Training January 2022 - March 2022

Franciscan College of the Immaculate Conception, Baybay, Leyte, Inc.

Label all the specimens. Arrange in order all the specimens. Label all the tools in the laboratory. Assist the students in the laboratory room.

Job Order March 2016 - June 2018

Local Government Unit of Palompon, Leyte

Pepare and process vouchers. Prepare and release cheques. Record entries in report of checks issued. Prepare inventories. Accomodate clients in their transactions.

Job Order September 2012 - December 2014

Local Government Unit of Palompon, Leyte

Pepare and process vouchers. Prepare and release cheques. Record entries in report of checks issued. Prepare inventories. Accomodate clients in their transactions.

REFERENCES

Dionisio O. De La Torre Jr.

Dean, College of Business Management and
Administration
Franciscan College of the Immaculate
Conception, Baybay, Leyte, Inc.

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Hazel F. Vasquez

Municipal Accountant, Officer-In-
Charge,
Municipality of Palompon

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