



Mary Melka L. Gonzaga

Experience

June 2021–Present

Administrative Assistant V • Sangguniang Panlungsod – Councilors Office • Local Government Unit of Ormoc

Assist City Councilor Burt J. Pades in his meetings and prepare all necessary documents. Responsible for the confidential files and information. Answer calls and client queries promptly. Accept and file bio-data for Job Order applicants. Set appointments. File paperwork and maintain records both paper and electronics. Communicate with different offices/ department or agencies for events/ committee meetings. Stay updated of Assigned Barangays concerns. Issue receipts for Notarial fees

January 2021–June 2021

Administrative Aide I • Sangguniang Panlungsod- Councilors Office • Local Government Unit of Ormoc

Assist City Councilor Benjamin S. Pongos, Jr. in his meetings and prepare all necessary documents. Answer calls and client queries promptly. Accept and file bio-data for Job Order applicants. File paperwork and maintain records both paper and electronics. Stay updated of Assigned Barangays concerns.

June 2019–January 2020

Accounting Staff • Accounting Department • Greenplains Construction

Record vehicle trips & fuel consumption. Record PPE's. File construction projects according chronologically. Handle Petty Cash Fund. Issue Official Receipts & Cheques. Access to company QuickBooks

June 2016–March 2018

Accounting Staff • Accounting Department • RDG Car & Trucking Services

Issue Official Receipts & Cheques. Make & submit Billing Statement to clients & Companies. Deposit Cash & Cheques to Company bank accounts. Get legal documents notarized

Education

Bachelor of Science in Accountancy (2017 - 2018)

St. Peter's College of Ormoc, Ormoc City, Leyte, Philippines

Bachelor of Science in Accounting Technology (2013 – 2017)

Western Leyte College of Ormoc, Ormoc City, Leyte, Philippines

New Ormoc City National High School (2009 - 2013)

Barangay Don Felipe Larrazabal, Ormoc City, Leyte, Philippines

References

ENGR. ESTEBAN V. LAURENTE

City Councilor- Local Government Unit of Ormoc
Valle St., Dona Feliza Mejia, Ormoc City
+639-77-830-6455

PROS. BENJAMIN S. PONGOS, JR.

Ormoc City Prosecutor
Villa Socorro Subd., Brgy. San Isidro, Ormoc City
+639-17-307-2685

ATTY. BURT J. PADES

City Councilor- Local Government Unit of Ormoc
Villa Theresa Heights Subd., Brgy. San Isidro, Ormoc City
+639-77-832-250



Brgy. Juaton, Ormoc
City
Leyte, 6541



+639-19-068-9424



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Certificates & Awards

**National Certificate
Examination III in Bookkeeping
(2017)**

**Career Service Professional
Examination (2016)**

**Regional Seminar Workshop
“Utilizing the Sustainable
Development Goals (SGDS) as
compass for Post Pandemic
Recovery” (2022)**

**Accounting: Principles of
Financial Accounting (2020)**

**The Filipino Accountancy
Youth: Rooted in Identity,
Strengthened by Excellence
“How to be your own Boss”**

**The Filipino Accountancy
Youth: Rooted in Identity,
Strengthened by Excellence
“Creating Competitive Edge”**

**The Filipino Accountancy
Youth: Rooted in Identity,
Strengthened by Excellence “Of
leaders & Advocates”**

**The Filipino Accountancy
Youth: Rooted in Identity,
Strengthened by Excellence
“Philippine Accountancy
Profession: Change in coming”**