

## **JENNIFER G. TINAJA**

### **Civil Service Professional**

**Home Address:** Brgy. Pangasugan, Baybay City, Leyte

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**PROFESSIONAL OBJECTIVE:** To pursuit the excellency as public servant for the glory of God.

## **EDUCATION**

- **Master of Management – Agribusiness Management (2016-2018)**  
40 units earned  
Visayas State University  
Visca, Baybay City, Leyte 6521-A Philippines  
**Relevant Coursework:** Financial Management, Human Resource Management and Economics
- **Bachelor of Science in Agribusiness (2010-2014)**  
Visayas State University  
Visca, Baybay City, Leyte 6521-A Philippines  
**Relevant Coursework:** Financial Management, Human Resource Management and Economics

## **WORK EXPERIENCE**

- **Administrative Aide III. PhilRootcrops.**  
Visayas State University, Visca, Baybay City, Leyte.  
July 2014 - December 2020
  1. Prepare voucher for cash advance, reimbursement and payments of supplies and travel
  2. Prepare PPMP, purchase request, inventory and purchase order of supplies and materials
  3. Attending phone calls, visitors and clients' needs
  4. Perform functions as alternate dDRC required in ISO activities
  5. Perform as facilitator in Teaching Performance Evaluation by Students (TPES)
- **Administrative Aide III. Cash and Accounting Office.**  
Visayas State University, Visca, Baybay City, Leyte.  
January 2021- present
  1. Assess Students fees and prepare individual statement accounts as requested and as needed
  2. Generates and validates assessments and examination permits
  3. Prepares list of students enrolled and checks account balances of students and countersigns clearance
  4. Encodes requested subject and other related school fees
  5. Prepares quarterly report and breakdown of students' accounts' receivable

6. Post payment and updates students account ledger card of Junior High School Students
7. Prepares quarterly list of collection per school year and semester for unpaid student accounts.
8. Prepare demand letters for students with overdue accounts.
9. Prepare students scholars billing to other agencies for all college students
10. Perform other duties such as receiving of documents and prepare check deposit transactions for Trust Fund Account.
11. Perform other duties such as receiving. Releasing and pre-auditing of documents.

● **Deputy Document Records Controller**

1. Perform the functions of the Documents and Records Controller (DRC) within the unit by: a) Issuing, maintaining, retrieving and controlling controlled documents; b) assigning of documents numbers and other coding controls for documents in coordination with the DRC; c) coordinate with and inform relevant personnel on any changes; and d) ensuring the implementation of the control of records.
2. Ensure that there is good coordination between the dDRC and the University Documents Records Controller, Core Deputy Document and Records Controller and the Deputy Document and Records Controllers (dDRCs) in all concerns related to document and records control.

## SKILLS

Technical skills (microsoft office)  
 Interpersonal skills  
 Responsible and patient  
 Driving

## SEMINARS/ TRAININGS ATTENDED

Accounting for Non-Accountant  
 Commission on Audit Region VIII  
 October 23-26,2023

BookKeeping with Quickbooks Online  
 Virtual Assisting Training Philippines  
 July 24-28,2023

ISO 9001:2015 Awareness/Re-awareness Seminar  
 Visayas State University  
 August 30-31, 2022

Frontliner and Excellent Customer Service  
 Personnel Officers Association of the Philippines, Inc.  
 November 9-11,2022

Webinar: Know Your Money and Counterfeit Detection  
 Banker Institute of the Philippines, Inc.  
 February 26,2021