

**JENNIFER G. TINAJA****Home Address:** Brgy. Pangasugan, Baybay City, Leyte**Mobile Number:** 09107617575**E-mail Address:** jennifer.tinaja@vsu.edu.ph**PERSONAL INFORMATION**

**Birth Date** : January 28, 1993  
**Birthplace** : Metro Manila  
**Religion** : Christian  
**Age** : 30 years old  
**Sex** : Female  
**Weight** : 44kg  
**Height** : 1.45  
**Nationality** : Filipino  
**Civil Status** : Single  
**Languages** : Cebuano (Native Language), Filipino, English

**EDUCATION**

**PostGraduate**      **Visayas State University**  
Master of Management – Agribusiness Management  
40 units earned  
Visca, Baybay City, Leyte 6521-A Philippines

**Tertiary**      **Visayas State University**  
Bachelor of Science in Agribusiness  
Visca, Baybay City, Leyte 6521-A Philippines

**WORK EXPERIENCE**

- **Administrative Aide III.** PhilRootcrops. Visayas State University, Visca, Baybay City, Leyte. Status of Employment: Job Order

**Clerical works: (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 Office. Visayas State University, Visca, Baybay City, Leyte. Status of Employment: Casual

**Clerical works: (January 2021- May 2022)**

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.

- **Administrative Aide III.** Accounting Office. Visayas State University, Visca, Baybay City, Leyte. Status of Employment: Regular

**Clerical works: (June 2022- 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. Releasing and pre-auditing of documents.

## SKILLS

Technical skills (microsoft office)  
Interpersonal skills

## SEMINARS/ TRAININGS ATTENDED

Accounting for Non-Accountant Seminar  
Commission on Audit Region 8  
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 Univerity  
August 30-31, 2022  
August 29,2023

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

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

## REFERENCES

### **NICK FREDDY R. BELLO**

Accountant II  
Visayas State University  
Visca, Baybay, Leyte  
Cell phone # 09353256803

### **QUEEN-EVER Y. ATUPAN**

University Cashier  
Visayas State University  
Visca, Baybay City, Leyte  
Tel No: 053-565-0600-1011

### **MARIA ELSA M. UMPAD**

Admin Officer III, President Officer  
Visayas State University  
Visca, Baybay City, Leyte  
Tel No: 053-565-0600-1000