

# Sheree Anne S. Sedano

Friendly Village 2, Brgy. San Pablo

Ormoc City, Leyte

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## PERSONAL DATA

|                  |   |                                    |
|------------------|---|------------------------------------|
| Date of Birth    | : | November 15, 1997                  |
| Place of Birth   | : | Tacloban City                      |
| Civil Status     | : | Single                             |
| Age              | : | 26 years old                       |
| Nationality      | : | Filipino                           |
| Religion         | : | Roman Catholic                     |
| Language Ability | : | English, Filipino, Cebuano & Waray |

## EDUCATIONAL BACKGROUND

|            |   |  |
|------------|---|--|
| Tertiary   | : | 2013 – 2017<br>Bachelor of Science in Accounting Technology<br>Western Leyte College of Ormoc Inc.<br>Bonifacio Street, Ormoc City |
| Secondary  | : | 2009 – 2013<br>Ormoc Se San School, Inc.<br>Mabini Street, Ormoc City  |
| Elementary | : | 2007-2009<br>Ormoc City Central School<br>Carlos Tan Street, Ormoc City  |
|            |   | 2003-2007<br>Binongtoan Central School<br>Brgy. Binongtoan, Alangalang, Leyte  |

**SKILLS:**

- Basic computer troubleshooting
- Computer Literate
- Can Drive a 4-wheel Motor Vehicle, both Manual and Automatic

**EXPERIENCE:**

Part-time Encoder : Fast Distribution Corporation – Ormoc Branch  
Brgy. Salvacion, Ormoc City

OJT (on-the-job training) : BJA Trucking Services  
#47 Lopez Jaena Street, Ormoc City

**ACHIEVEMENTS:**

- Passer - October 2016 Civil Service Examination (Professional)
- Member - National Institute of Accounting Technician
- Member – Philippine Association of Certified Tax Technician

**SEMINARS ATTENDED:**

- **Seminar on Tax Reduction Strategies**  
Sison Corillo Parone & Co.  
Hotel Consuelo, Avenida Veteranos, Tacloban City  
July 21, 2018
- **Updates & Clarification on BIR Issuances Regarding TRAIN Law**  
Sison Corillo Parone & Co.  
Hotel Consuelo, Avenida Veteranos, Tacloban City  
July 21, 2018
- **A Comprehensive Guide in Filling the ITR and Train Law**  
Philippine Institute of Certified Public Accountants – Ormoc City Chapter  
and the Ormoc City Chamber of Commerce and Industry, Inc.  
Rose Grand Ballroom, Sabin Resort Hotel, Ormoc City  
February 28, 2018

- **Income Tax Basics, Business Registration and Local Taxes Seminar**  
 Philippine Institute of Certified Public Accountants – Ormoc City Chapter  
 and the Ormoc City Chamber of Commerce and Industry, Inc.  
 Multi-Purpose Hall, New Ormoc City Hall, Ormoc City  
 August 31, 2017
  
- **Philippine Accountancy Congress**  
 National Federation of Junior Philippine Institute of Accountants  
 Origami Convention Center, Ormoc City  
 February 25, 2017

## **CHARACTER REFERENCES**

1. **Mr. Alfredo Capatoy Jr.**  
 VSU – Alangalang, Leyte  
 0919 686 8331
  
2. **Mr. Ceasar Y. Gonato**  
 OLTC – Ormoc City  
 0920 924 0504
  
3. **Mr. Jaime Arquillano**  
 #47 Lopez Jaena St., Ormoc City  
 561 – 4325