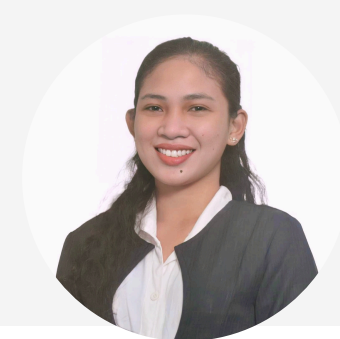


JUDY ANN M. CAMPO, CB

📞 0991- 759- 6348

✉ judyanncampo102519@gmail.com

📍 Palo, Leyte



OBJECTIVE

To pursue a career, where I can utilize my analytical and administrative skills, attention to detail, and knowledge of financial principles to contribute to the operational and financial well-being of organizations. Through continuous learning and professional development, I aspire to become a trusted and valuable asset to the organizations I serve.

CORE COMPETENCIES

DEPARTMENT OF AGRARIAN REFORM (DAR)

Documentor

March 2024-December 2024

- prepare parcelization form
- interview agrarian beneficiaries
- review the correctness of land distribution folders
- create payroll attachments

Processor

October 2023- February 2024

- prepare parcelization form
- interview agrarian beneficiaries
- review the correctness of land distribution folders
- create payroll attachments
- prepare Excel tabulation
- review completeness of forms
- create communication letters

SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES

Student Assistant - Office of Student Affairs

2019 - 2023

- exposure to clerical works
- assist in facilitating and preparation of various school activities
- printing and creating ID card layout

PAULINIAN STUDENT ASSISTANT (PSA)

Vice President Representative 2019 - 2020

Auditor 2021 - 2022

Vice President 2020 - 2021

OUTSTANDING STUDENT ASSISTANT

A.Y. 2021-2022

NATIONAL INSTITUTE OF ACCOUNTING TECHNICIANS (NIAT)

CAT Level 1 Bookkeeping Passer 2022

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY (TESDA)

Bookkeeping NC III passer 2019

CIVIL SERVICE PASSER (PROFESSIONAL LEVEL)

March 2023

SKILLS AND ATTRIBUTES

- computer literate
- knowledgeable in Microsoft Office
- know to use Quickbook
- communication skills
- self- motivated
- hardworking
- determined
- reliable
- honest
- quick learner

EDUCATION

COLLEGE

Saint Paul School of Professional Studies

2019 - Present

Bachelor of Science in Accountancy (BSA)

SECONDARY SCHOOL

Palo National High School

2017- 2019

Accountancy, Business and Management (ABM)

CHARACTER REFERENCE

SIXTO DAGSA

Saint Paul School of Professional Studies

Human Resource, Director

09987255918

ALICIA TARIMAN

Saint Paul School of Professional Studies

Office of Student Affairs Secretary

09466594332