

ERLIE JEAN P. MAZO

Sitio Avocado, Brgy. Gacat Baybay City, Leyte

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09425021987, 09302542033

**Career Objective**

To be productive, professional, and contributor of achievements in every area or field I'll be assigned, and to acquire new knowledge and skills as I strive to progress in character and in life.

WORK EXPERIENCE

ENUMERATOR**Community Based Monitoring System (CBMS)****PHILIPPINE STATISTICS AUTHORITY**

2nd Floor, Leyte SR Building, Artemio Mate Extension Barangay 91

Tacloban City, 6500 Leyte

Headquarter Office: R. Magsaysay Avenue Baybay, Leyte, 6521

(October 18, 2021- December 20, 2021)

Job Scopes:

- Performed face to face interview with household head in every family in gathering data.
- Performed geo-tagging of buildings and housing units.
- Identified types of infrastructures geo-tagged.
- Executed teamwork and cooperation with the Local Government Unit, specifically the Barangay Officials for assistance in our respective areas.
- Secure accurate and valid data gathered with corresponding computations.
- Strict adherence to confidentiality of information
- Ensures accuracy of numbers of successful enumerated households for the day to be submitted to the Team Supervisor.
- Collaborates with Area Supervisor in the enumeration process.

CASHIER**Company: MCD CREDIT CORPORATION**

Location: 481-A P. Del Rosario Ext., Sambag 1, Cebu City, Cebu

Nature of Business: Lending

Length of Service: November 29, 2017-September 18, 2020

Job Scope:

- Safekeeping of company's funds
- Accomplished daily Cash Positions
- Coordinated the company's bank for financial transactions (deposits, withdrawals, ordering check books, updating company's banking records, and others as per management's and bank's mandate).
- Released funds for customers' renewals and other disbursements.

- Received collections of Collectors, Credit Investigators, Supervisors, and Management.
- Encoding customers' loan payments either cash or check.

ACCOUNTING CLERK (*same company*)

Length of Service: September 16, 2016-November 28, 2017

Job Scope:

- Checking Daily Collection Receipts (collectors' actual collection list vs. computer input)
- Payroll, encoding customers' payments and other collections.
- SSS, Philhealth, Pag-ibig, BIR monthly payables and other transactions as per mandate
- In charge of handling Petty Cash fund for various expenses.
- Controller of employees' records.

INTERNSHIP

Land Bank of the Philippines

Tacloban Real Branch

Summer 2016

EDUCATION

Bachelor of Science in Secondary Education (18 Units Professional Education)

FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION

Andres Bonifacio St, Zone 1, Baybay City, 6521 Leyte

2021-2022

Bachelor of Science in Commerce

Majors in Banking and Finance and Management Accounting

SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES

Campetic Road, Palo Leyte

2012-2016

ACHIEVEMENTS

Civil Service Eligibility (Professional)

EN/CN: 325304

October 23, 2016

Leyte Normal University, Tacloban City

SKILLS

- Literate in Microsoft Word, Excel, PowerPoint and with a record of 51 wpm.

- Attentive and strict to details and accuracy of work responsibilities.
- Strives to meet deadlines.
- Works well in a group or individually.
- Adapt changes and accept criticisms with open-mindedness.
- Knowledgeable in basic accounting, finance, and management.
- Adheres to confidentiality of information

CHARACTER REFERENCE

NOREEN F. GAMUTAN

09272948618

Team Supervisor

Community Based Monitoring System (CBMS)

PHILIPPINE STATISTICS AUTHORITY

DEROLD NICK R. DAMPIOS

Collection Manager and HR Officer

MCD CREDIT CORPORATION

09434566075 or

ABEGAIL O. PESERAL

Friend

09302091638