

JOAN B. FRANCISCO

+63 951 708 5590 | fjoanb21@gmail.com | Hindang, Leyte

PROFESSIONAL SUMMARY

A highly organized and detail-oriented professional with experience in project administration, finance, and human resource management. Adept at processing payments, managing project expenses, and ensuring operational efficiency, I am now seeking to leverage my skills as an Administrative Aide VI.

EXPERIENCE

ADMINISTRATIVE OFFICER IV

August 16, 2024 - January 22, 2025

Project Tarsier, VSU, Baybay City, Leyte

- Collect and process payments for POs' billing requests, ensuring accurate payments are released based on accomplishments
- Process salary of Project staff and handle various project expenses, ensuring timely payments and smooth operational flow
- Act as the finance officer of the project in the operational level by recording all financial transactions monthly and reviewing documents to avoid over payments, ensuring financial accuracy and compliance

ADMINISTRATIVE ASSISTANT II

January 22, 2024 - August 15, 2024

Project Tarsier, VSU, Baybay City, Leyte

- Collect billing requests from POs for their accomplished activities, ensuring timely and accurate documents for processing of payments
- Provided administrative and logistics support, facilitating smooth operations and efficient execution of project activities
- Assisted with human resource and employment matters, contributing to effective workforce management

RESEARCH ASSISTANT

September 27, 2023 - November 27, 2023

Project Tarsier, VSU, Baybay City, Leyte

- Conducted interviews with PO members and officers to gather insights
- Assisted the PhD researcher in data collection by serving as a translator, ensuring accurate communication and data integrity across language barriers
- Transcribed recorded audio files for data analysis, enabling detailed examination of research data to support conclusions of the research

EDUCATION

Bachelor of Science in Agribusiness

August 3, 2023

Visayas State University, Baybay City, Leyte

- Graduated Magna Cum Laude
- Consistent Honor student since kindergarten

SKILLS

Good written and verbal communication skills | Fast learner | Ability to work collaboratively in a team | Moderate skills in MS Office | Attention to detail | Flexible

CERTIFICATIONS

- **Certificate of Completion on VSS Fresher Program, Virtual Staffing Solutions - 09/2023**

REFERENCES

- | | | |
|--------------------|--------------------|---------------|
| • MARLEA P. MUÑOZ | Baybay City, Leyte | 0962 125 6865 |
| • ARTURO E. PASA | Hilongos, Leyte | 0947 151 8204 |
| • BRYAN R. GAPASIN | Baybay City, Leyte | 0950 414 2556 |