

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.

● **Deputy Document Records Controller**

1. Perform the functions of the Documents and Records Controller (DRC) within the unit by: a) Issuing, maintaining, retrieving and controlling controlled documents; b) assigning of documents numbers and other coding controls for documents in coordination with the DRC; c) coordinate with and inform relevant personnel on any changes; and d) ensuring the implementation of the control of records.

2. Ensure that there is good coordination between the dDRC and the University Documents Records Controller, Core Deputy Document and Records Controller and the Deputy Document and Records Controllers (dDRCs) in all concerns related to document and records control.

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