



JUDY ANN IBAÑEZ

Career Service (Professional)
License Professional Teacher

About Me

To obtain a position that challenges me and provides me the opportunity to reach my full potential professionally and personally utilizing my abilities and years of experience in your organization that is progressive intellectually and technically and one in which practices collaborative leadership, integrity and honesty

☎ 09458090123

✉ judyannibanez62@gmail.com

📍 Brgy. Marangog Hilongos
Leyte

Education

Mandaue City College

Diploma in Professional Education
2023

Bachelor of Science in Business
Administration major in Human
Resource Development and
Management
2015-2022

Skills

- Time management
- Conflict resolution
- Computer savvy
- Negotiation
- Critical Thinking
- Leadership

Experiences

Accounting Staff

2022 – Present

MAPI Lending Investors Inc.

- Bank Reconciliation (Metrobank, Chinabank and Bank of the Philippine islands)
- Accounts Payable trade
- Lapsing Budget / Lapsing Schedule
- Account Receivable Registration and Liquidation

Secretarial Assistant

2017-2020

Dr. Ignacio M. Cortes General Hospital, Inc.

- Assist medical patient in filling up information for their medical records.
- Compile patient medical records.
- Guide patients to emergency department for preparation of minor surgery.

Trainings

Student Teacher

2022

Tabok National High School

- Provide quality service for learners
- Deliver an informative and accurate lessons to learners align to the curriculum

References

Kristian Marc Cabahug

Executive Director
Mandaue City Tourism LGU
09171501568

Dr. Gerly Alcantara

College Instructor
Mandaue City College
09323286368

Dr. Fe E. Magale

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Ethel Calamba

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