

GISELLE JOYCE B. RAMIREZ

Brgy. San Juan, Hilongos, Leyte
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CAREER OBJECTIVE

A dedicated Agribusiness graduate with strong academic foundations in accounting and financial management, gained through rigorous undergraduate and graduate coursework. Eager to begin a professional career as Accountant I at Visayas State University – Main Campus, where I can apply my analytical skills, Excel proficiency, and attention to detail in support of the university's financial operations. Committed to long-term growth, integrity, and meaningful contribution to VSU's institutional goals.

RELATED EXPERIENCE

- **Bookkeeping Trainee**
ZVO Accounting Firm – Hilongos, Leyte (July 14, 2025 – July 25, 2025)
 - ✓ Assisted in preparing journal entries, ledgers, and basic financial reports.
 - ✓ Encoded transactions and maintained organized records using spreadsheet tools.
 - ✓ Observed and supported day-to-day bookkeeping operations, gaining hands-on experience in client account management.
 - ✓ Applied accounting principles learned in coursework to real-world scenarios under professional supervision.

EDUCATION

- **Master of Management major in Agribusiness Management (2025)**
Visayas State University – Full-time VSU Latin Honors Scholar
- **Bachelor of Science in Agribusiness (2022)**
Visayas State University – Magna Cum Laude and Full-time VSU Alumni Scholar

RELEVANT SKILLS AND QUALIFICATIONS

- Solid academic foundation in financial accounting, budgeting, and agricultural finance through undergraduate and graduate coursework.
- Skilled in Microsoft Excel for financial tracking, spreadsheet-based encoding, formula use, and basic data analysis.
- Experienced in preparing clear, accurate financial records and reports, with attention to detail and compliance with institutional standards.
- Conducted structured surveys and interviews in agricultural communities, ensuring ethical data handling and precise documentation.
- Fluent in Cebuano and Bisaya; able to build rapport with local stakeholders and communicate effectively across diverse teams.
- Demonstrates professionalism, teamwork, and adaptability in both academic and community-based settings.

REFERENCES

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| • Assoc. Prof. Analita A. Salabao
MM Academic Adviser
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MM classmate
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