

## **LORRAINE MAE D. ROBRIDO**

San Joaquin Palo, Leyte

+639617304722

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### **CAREER OBJECTIVE**

Aspiring Certified Public Accountant and recent board passer seeking an entry-level position in a government financial institution where I can apply my accounting knowledge, contribute to public service, and grow professionally through continuous learning, integrity, and responsibility.

### **CERTIFICATION**

- **Board Passer**  
May 2025 CPA Licensure Examination
- **Civil Service Examination Passer – Professional Level**  
August 2023

### **EDUCATION**

- **Bachelor of Science in Accountancy**  
Saint Paul School of Professional Studies  
May 2023

### **INTERNSHIP EXPERIENCE**

- **Admin Intern**  
*Land Transportation Franchising and Regulatory Board (LTFRB)*
  - Assisted the Administrative Officer in processing and organizing official documents, permits, and internal communications
  - Supported the preparation and routing of vouchers, memos, and reports to proper departments
  - Helped ensure completeness and accuracy of documentary submissions based on public sector requirements
  - Gained practical exposure to workflows within a government regulatory agency and the importance of process documentation

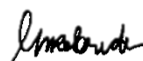
### **SKILLS**

- Financial Accounting & Reporting
- Bank Reconciliation & Cash Monitoring
- Auditing & Internal Control Principles
- Basic Tax Compliance (BIR Forms & Filing)
- Proficient in Microsoft Excel, Word & PowerPoint
- Strong work ethic, detail-oriented, and analytical

### **AFFILIATIONS**

- **Junior Philippine Institute of Accountants (JPIA) – SPSPS Chapter**  
Member (2019–2022)

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

  
LORRAINE MAE D. ROBRIDO