

Rhea Pegoria Villacote

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Professional Summary

Agriculture graduate with a strong foundation in agricultural practices and management, currently building experience in the accounting and administrative field. Known for being highly organized, detail-oriented, and adaptable, with a strong work ethic and ability to handle multiple responsibilities effectively.

Professional Experience

Accounting Clerk – Cooline Lending Corporation

November 2024 – Present

- Prepares and records financial transactions and statements.
- Maintains accurate billing and accounting records.
- Supports internal audits and ensures timely reporting.

Logistic Coordinator & Billing Assistant – RiteMeat

July 2024 – October 2024

- Coordinated product deliveries and managed billing processes.
- Assisted in monitoring logistics operations and documentation.
- Ensured accurate and timely billing reports.

Education

Bachelor of Agricultural Technology

Southern Leyte State University – Bontoc Campus | 2024

Skills

- Highly motivated
- Fast learner
- Organized
- Proficient in Microsoft Word, PowerPoint, and Excel
- Can work under pressure