

Uelaiza Hope M. Baldonado

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Biography

Birthday: October 29, 1995
Age: 25

Education

University of the Philippines Visayas Tacloban College, Tacloban City, Philippines

Bachelor of Science in Management, June 8, 2011- June 29, 2015

Carigara National High School, Carigara, Leyte, 2007-2011

Balud Elementary School, Capoocan, Leyte, 2001-2007

Honors and Awards

Career Service Professional, Civil Service Examination

3rd Honorable Mention, Carigara National High School

2nd Honorable Mention, Balud Elementary School

Experiences

Customer Service Assistant, Philippine Business Bank Tacloban Branch, August 01, 2017- March 14, 2019; September 16, 2020 - Present

- Responsible for assisting, handling, processing and servicing of clients' or depositors' requirements related to account opening, fund transfers and remittances on a prompt, efficient, accurate, courteous and timely manner.
- Acts as alternate to any branch staff on leave.
- Performs other functions as may be requested by the branch officers.

Accounting Assistant, Philippine Business Bank Tacloban Branch, March 15, 2019- September 13, 2019

- Responsible for the timely and accurate processing of General Ledger reports and transactions for clearing/ collection.
- Assigned with records management.
- Prepares and ensures submission of monthly reports.

Administrative Aide Job Order, Eastern Visayas State University-Carigara Campus, July 04, 2016 - July 21, 2017

- Prepares the Monthly and Quarterly Reports of Actual Obligation Slips and Balances for General Fund
- Prepares Obligation Slips and Budget Utilization Slips
- Receives incoming and outgoing communications and other documents for funding
- Does clerical related tasks

Accounting Staff, Cebu International Academy, December 7, 2015- June 10, 2016

- Responsible with the daily inventory for the school canteen's stocks and handles all the files related to the job as well as its daily income.
- Checks and ensures that student payments are complete and is truthfully reflected in the bank accounts of the company.
- Checks and ensures that commissions given to partner agencies follow the contract agreement.
- Acts as secretary to the school director

Seminars and Trainings Attended

Service First is L.O.V.E (Living Our Values Everyday), Diamond Suites Hotel, Cebu City, October 19, 2019

Work Attitude and Values Enhancement Seminar, Harold's Hotel, Cebu City, July 28, 2018

Seminar on Signature Verification & Counterfeit Money Detection, Philippine Business Bank, Caloocan City, July 7, 2018

Stress Management, New Technology Building, EVSU-CC, Carigara Leyte, March 10, 2017

API Lecture Series "Beyond Seed Capital: Successful Entrepreneurs of Region VIII, DM Conference Room-2, UPVTC, Tacloban City, May 2015

Pakigsumpayay 2015, Multi-purpose Building, UPVTC, Tacloban City, May 6, 2015

3rd Career Congress "Once upon a Success, Making your own Career Tale", Leyte Park Resort and Hotel, Tacloban City, March 15, 2015

"Strengthening Teamwork", Botanical Garden, UPVTC, Tacloban City, March 09, 2015

Chapter Management and Protocol Seminar, DM-14, UPVTC, Tacloban City, August 23-24, 2014

Public Speaking Seminar and Personality Development Seminar, AS Room-22, UPVTC, Tacloban City, March 23, 2014

Organizations

Young Entrepreneur's Society, UPVTC Chapter, Member, 2014-2015

Tacloban Sinirangan Junior Jaycees, UPVTC Chapter, Past Community Development Commissioner, 2013-March 2015

Junior People Management of the Philippines, UPVTC Chapter, Member, 2012- March 2015

Supreme Student Government, CNHS, Auditor, 2010-2011

References

Mrs. Anna Marie Margaretta B. Cortaga

Service Officer – Assistant Business Manager

Bank of the Philippine Islands

Tacloban Branch

09166922885

Ms. Marnie Joy L. Patrimonio

Financial Advisor

Sunlife Grepa Financial

Rizal Commercial Banking Corporation Tacloban Branch

09365454475

Ms. Lianie L. Andrade

Teller

Philippine Business Bank

Tacloban Branch

P. Zamora St. Tacloban City

09458202928