

JOANAH LOUIELA BOLECHE

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OBJECTIVES

To work in an organization where I can develop my working experience and personality skill as well as utilize my knowledge and skills in Marketing, Finance, Operations and Human Resource Management to contribute to the overall success of the organization.

SUMMARY OF QUALIFICATIONS

Management and Accounting Skills

- Earned 3 units in Service and Merchandising Accounting, Management Accounting, Organizational Behavior, Human Resource Management, Operations Management and Strategic Management
- Earned 6 units in Marketing Management, Managerial Finance, Management Research and Entrepreneurship

Communication Skills

- With good interpersonal and/or organizational skills
- Speaks English, Tagalog, Cebuano and Waray-waray
- Wrote professional papers, letters and reports.

Computer Skills

- Highly competent in Windows-based programs such as Word, Excel and PowerPoint
- Proficient computer multi-tasking and internet application skills

Personal Skills

- Personable, flexible and willing to be scheduled in support of retail hours
- Hardworking, trainable and can learn fast
- Has the ability to work within team and can work with minimal supervision

WORK HISTORY

Administrative Aide III – Visayas State University	01/01/2023–present
<ul style="list-style-type: none">- Handles the bookkeeping functions of the Business-Related Fund;- Consolidates collection, check and cash disbursements reports of VSU Main and external campuses;- Prepares Financial Statements per IGP Projects;- Pre-audits/checks the accuracy of Financial Reports submitted by IGP Projects under IGF and BRF fund clusters;- Assists in other bookkeeping tasks and performs tasks as assigned by superior from time to time.	
Administrative Aide I- Visayas State University	02/02–12/31/2022
<ul style="list-style-type: none">- Sorts/segregates paid vouchers for Accounting and COA Files under DF, STF, 101 Trust and IGP Funds;- Prepares journal entries, vouchers for 101 Trust Projects and Trust Liabilities;- Prepares monthly, quarterly, semi-annually, annual, and terminal Financial Reports for each assigned projects under 101 Trust;- Controls PR’s, appointments under 101 Trust Projects and Trust Liabilities;- Obligates vouchers payrolls, vouchers and PO’s under 101 Trust Projects and Trust Liabilities;- Performs other tasks assigned by superior from time to time.	

EDUCATION

Tertiary	University of the Philippines Visayas Tacloban College (UPVTC) Bachelor of Science in Management (BSM) 2012 – 2017
Secondary	Plaridel National High School Plaridel Baybay, Leyte 2008-2012 Class Valedictorian

ELIGIBILITY

Career Service Examination (Professional) Passer -April 17, 2016 with a general rating of 87.77%

AFFILIATIONS

ASEAN Youth Leaders Association Philippines – Leyte Chapter –
Member Youth Entrepreneurship Society (YES) - Member
Junior People Management Association of the Philippines (JPMAP) – Member,
2012-2013 Philippine Junior Jaycees, Incorporated- Tacloban Sinirangan (PJJCI-
TS) – Member

CHARACTER REFERENCES

Prof. Richard V. Cagara,
MM
Coordinator
Office of Students
Affairs UPV Tacloban
College 09054203377

Engr. Noel B. Elizaga
Division Chair
Division of Management-
UPVTC 832-3034

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