

# Monna Camille Canales

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LinkedIn: Monna Camille Canales

## CAREER OBJECTIVE

To pursue a career as an Audit Associate with a reputable accounting firm, utilizing my exceptional analytical skills and attention to detail to ensure accurate and efficient financial reporting. I aspire to collaborate with cross-functional teams while adhering to internal controls and industry regulations, contributing to the firm's reputation for excellence and growth.

## EDUCATION

### Saint Paul School of Professional Studies

Bachelor of Science in Accountancy  
May 2023

- Completed my internship at the Commission on Audit's Bureau of Customs office and was involved in assisting with auditing and the preparation of working papers, which enabled me to gain practical experience with Microsoft Excel and Word. The opportunity **allowed me to further develop my communication and interpersonal skills**, as I had the privilege of working alongside my superiors and colleagues.
- Conducted research on the impact of inflation on small and medium enterprises, which has enabled me to further develop my skills in data analysis, critical thinking, and problem-solving.

### ACLC College of Tacloban

Accountancy, Business and Management Strand  
April 2017 (With Honors)

## PROFESSIONAL EXPERIENCE

### Commission on Audit

*Accounting Intern (August-November 2022)*

- Demonstrated a diligent and detail-oriented approach in supporting superiors with the preparation of audit working papers for various government agencies. Provided assistance in conducting cash counts and maintaining accurate financial records.

### National Federation of Junior Philippine Institute of Accountants (NFJPIA)

*Member*

## CHARACTER REFERENCE

### Marilou E. Malquisto, CPA, RCA

Professor  
Saint Paul School of Professional Studies  
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0919 286 3292

### Jasmine M. Pajares, CPA

State Auditor  
Commission on Audit  
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## CORE QUALIFICATIONS

- Software Proficiency:** Proficient in using Microsoft Office applications such as Word, Excel, and PowerPoint, able to leverage these tools to streamline processes and enhance productivity
- Detail-oriented** and meticulous in handling tasks, with a strong commitment to delivering high-quality work
- Excellent Communication Skills:** Excellent command of the English language, both written and oral, with strong communication skills that facilitate effective interactions with clients and colleagues alike
- Interpersonal Skills:** Collaborative team player, actively engaging with colleagues and contributing to the achievement of team goals
- Able to prioritize tasks and **manage time** effectively to meet deadlines

## CERTIFICATIONS

### Civil Service Eligibility

Professional Level  
October 2022 (85.80% rating)