



# JERIMI ANN SATUITA

## Development Communication

### My Contact

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📍 Punta Baybay City, Leyte

### Hard Skill

- Financial modeling and reporting
- Writing and communication skills
- Data analysis
- Interpreting and financial planning
- Research and office management

### Soft Skill

- Time management
- Strategic and planning skills
- Organizational skills
- Observant and adaptive
- Competent and positive outlook in solving task
- Basic computer literacy skills

### Education Background

- Elementary School  
*Jaena Elementary School*  
Completed in 2011
- Junior High School  
*Baybay National High School (STEM)*  
Completed in 2017
- Senior High School  
*Baybay City Senior High School (HUMSS)*  
Completed in 2019
- Visayas State University  
*Bachelor of Science and Development Communication | Cum Laude*  
Completed in 2023

### About Me

Dedicated and hardworking development communication graduate. Eager to apply in innovative and skillful company to share my experience and skills where I hope to find a profession that I can be able to use my knowledge, expertise, and experience to help the company develop and succeed.

### Professional Experience

#### Student Intern| Work Immersion (ATI-RTC 8) 2022-2023

Key responsibilities:

- Responsible for lay-out and writing on organization magazine
- Help to assist in seminars and orientations
- Assist the ATI-RTC 8 staff in media programs
- Ensure to have an accurate and recent information by creating news and radio plugs for the organization

#### Jervoso Law Office (Law and Notarial Office)| Emergency Staff

*January-December 2023*

Key responsibilities:

- Assisting legal counsel in office management
- Responsible for accurate legal research
- Assisting other colleagues in drafting pleadings and legal documents
- Organizing and sorting file cases in past few years (2016-2022)

#### Personal Collection Direct Selling Inc. | Credits and Collection Specialist

*2023-Present*

Key responsibilities:

- Ensure quality of new recruits and collection payments from dealer accounts
- Checks and monitors maturing and delinquent accounts
- Attends and prepare weekly reports on the above information and communicate insights to these reports to improve Collection Efficiency Rate (CER)
- Deposits daily to PCDSI bank accounts from daily collection
- Performs cash counts to validate the cash on-hand and daily collection

### Reference

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