

SHIELA MAE BAGARINAO

CAREER OBJECTIVE

To secure a position where I can utilize my academic knowledge and practical experience to contribute to the growth and success of the organization, delivering meticulous work and gaining exposure to diverse aspects of accounting. Committed to developing my skills in a supportive and challenging work environment.

WORK EXPERIENCE

CONTACT

- 09977733773
- ssmbagarinao@gmail.com
- Marcos, Baybay City, Leyte, 6521
- LinkedIn: Shiela Mae O. Bagarinao

CORE QUALIFICATIONS

- Software Proficiency:** Well-versed in the use of Microsoft Office, Google Spreadsheet and Documents resulting in efficient accounting work.
- Interpersonal Skills:** Built warm relationships with co-interns and workmates leading to smooth collaboration.
- Able to adapt** to changing circumstances, work under pressure, and be flexible in response to new challenges.
- Able to prioritize tasks and **manage time** effectively to meet work deadlines.
- Meticulous attention to detail** in research, data entry organization, and executing tasks resulting to error-free work.
- Ability to **empathize**, comprehend, and address the needs and emotions of others within a professional context.

- Denver Mobile App Developers/ AI Social** DEC 2022-PRESENT
Denver, Colorado
Virtual Assistant - Part-time
 - Managed websites and social media accounts, maintaining a fast response time and ensuring that daily information are updated and posted.
 - Managed large volume of data entry into spreadsheets, databases, and online platforms.
 - Utilized software tools e.g., Microsoft Office, Google Spreadsheet, Canva, Youtube and other applications.
 - Supported client to boost Search Engine Optimization (SEO) of websites through Money Robot campaigns.
 - Maintained positive work ethic, commitment to providing excellent service, ensuring confidentiality and the security of sensitive information.
- National Food Authority - Leyte** DEC. 2023 - MAR 2024
Pawing, Palo, Leyte
Student Intern
 - Managed clerical work such as recording outgoing and incoming files from different warehouses, document archiving, segregation, photocopy and data entry.
 - Processed AI Sales and Transfers of the buffer stock
 - Review and organized large volume of procurement, sales and transfer document ensuring error-free data
 - Edited payroll in GSIS Conso, Help, Computer and GFAL Loan, EDLA, and Pag-ibig.
 - Monitored and done inventory count for the month of January 2024
- Visayas State University - Bakery** JAN. - MAR. 2020
Visca, Baybay City, Leyte
Immersion
 - Provide good customer service and relationship, take orders, and organize baked goods and bakery items.
 - Maintained accurate records of bread inventory before closing the store.
 - Build good relationship with other employees and experienced bread-making

CERTIFICATIONS

- **Civil Service Eligibility**
Professional Level
August 2023
- **Certified Bookkeeper**
National Institute of Accounting Technicians (NIAT)
With Distinction
December 2023

ORGANIZATIONS

- National Institute of Accounting technicians (NIAT)
- Junior Philippine Institute of Accountants - SPSPS Chapter
- National Federation of Junior Philippine Institute of Accountants

SPECIAL SKILLS AND HOBBIES

- Bookkeeping
- Search Engine Optimization
- Computer Literate
- Teamwork
- Time Management
- Critical Thinking
- Detail-oriented
- Cooking and Baking

LANGUAGE

- English
- Cebuano
- Tagalog

EDUCATION

- TERTIARY:** **Saint Paul School of Professional Studies**
Campetic, Palo, Leyte
Bachelor of Science in Accountancy
May 2024
- SECONDARY:** **Visayas State University Integrated Highschool**
Visca, Baybay City, Leyte
Accountancy, Business and Management
June 2020
With Honors (Top 6)
- Senior High School
- Junior High School **Visayas State University Laboratory Highschool**
Visca, Baybay City, Leyte
June 2018
With Honors
- PRIMARY:** **Alpha Christian School**
Guadalupe, Baybay City, Leyte
March 2014
Honor

SEMINARS AND TRAININGS

- **A Comprehensive Guide to Job Order and Process Costing**
Advance Review Solutions (ARS)
November 20, 2023
- **Advance Financial Accounting and Reporting Webinar**
Real Excellence Online (REO)
October 21, 2023
- **IKAW UG AKO: Self Care Becomes Collective Care**
Commission on Higher Education -R08
April 22, 2021


CHARACTER REFERENCES

Oscar B. Posas, PhD
Adjunct Professor
Visayas State University
oscar.posas@vsu.edu.ph

Joji Grace D. Cortes
Principal
Alpha Christian School
09612253270

Arleen Rocabo, CPA
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I hereby certify that all entries above are correct and true.


SHIELA MAE O. BAGARINAO
Printed Name and Signature