

ROMELA R. ALEJANDRIA
28 years old
June 19, 1996
Doña Feliza Mejia , Ormoc City
Leyte, Philippines
Contact No. 09078161850
Email: regacionr@gmail.com



OBJECTIVE:

Accountants Receivable Officer with 5+ years of experience of efficient invoicing and billing, record keeping and reporting. Possesses a bachelor's degree in Agribusiness. Applying as an Administrative Aide III (Clerk 1) to leverage my skills and experience and contribute to the university's growth using my knowledge as best I can.

EDUCATION:

Elementary	Jaena Elementary School Brgy. Jaena, Baybay City, Leyte	2003-2009
Secondary	Baybay National High School 30 de Diciembre St., Baybay City, Leyte	2009-2013
Tertiary	Bachelor of Science in Agribusiness Visayas State University Visca, Baybay City, Leyte	2013-2017

SKILLS

Knowledgeable in Microsoft applications (MS Excel, MS Word, MS PowerPoint)
Can work individually or either in groups with minimal supervision
Ability to adapt to changes in work assignments and willing to be trained

Work Experience:

Summer Job at Legislative Bldg., Baybay City, Leyte	April-May of 2013, 2014 & 2015
On-the-Job Trainee (OJT) at The Flower Farm, Tagaytay City	January - March 2017
HR Assistant at Brodeth Marketing	October 2018 - March 2020
Accounts Receivable Officer at Brodeth Marketing	March 2020 - Present

SEMINARS/TRAINING ATTENDED:

• Seminar on Enterprises Resource Planning (ERP)	March 4, 2015
• The World is Flat: Seminar on Online Business and Internet Scams	March 2, 2016
• Seminar on Digital Marketing	October 29, 2016
• Agribusiness Apprenticeship Orientation/Seminar	December 13, 2016
• Job Seeking Seminar	May 22, 2017
• Customer Services 101	July 21, 2019

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CHARACTER REFERENCES:

Amelito Borneo

Retired Sangguniang Panlungsod (SP) Secretary
Legislative Building, Baybay City, Leyte

Mae Claire Labado

Human Resource Manager
Brodeth Marketing, Ormoc City

Almera Dañola

Liaison Officer
Brodeth Marketing, Ormoc City