

CURRICULUM VITAE

Name : **ERLIE JEAN P. MAZO**
Address : Brgy. Gacat Baybay City, Leyte
Cellphone Number : 09425021987/ 09302542033
Email : ejperezmazo@gmail.com
Apply For : Administrative Aide IV (Clerk II) VSU Main



PERSONAL DATA

Nationality : Filipino
Sex : Female
Marital Status : Single
Date of Birth : September 20, 1996
Place of Birth : Brgy. Gacat Baybay City, Leyte

EDUCATION

Tertiary Level

Name of School : Franciscan College of the Immaculate Conception
Address : Andres Bonifacio St, Zone 1, Baybay City, 6521 Leyte
School year : 2021-2022
Bachelor's Degree : 18 UNITS PROFESSIONAL EDUCATION

Name of School : Saint Paul School of Professional Studies
Address : Campetic, Palo, Leyte
School year : 2012-2016
Bachelor's Degree : Commerce Majors in Banking and Finance and Management Accounting

Secondary Level

Name of School : Baybay National High School
Address : 30 de Diciembre St., Baybay City, Leyte
School year : 2008-2012

Elementary Level

Name of School : Gacat Elementary School
Address : Brgy. Gacat Baybay City, Leyte
School year : 2002-2008

WORK EXPERIENCE

Position : Enumerator
Company's Name : **Philippine Statistics Authority**
Address : R. Magsaysay Avenue Baybay, Leyte, 6521 (Head Quarter Office in Baybay)
Length of Service : October 18, 2021 to December 20, 2021

Responsibilities

- Performed face to face interview with household head in every family in gathering data.
- Performed geo-tagging of buildings and housing units.
- Identified types of infrastructures geo-tagged.
- Executed teamwork and cooperation with the Local Government Unit, specifically the Barangay Officials for assistance in our respective areas.
- Secure accurate and valid data gathered with corresponding computations.
- Strict adherence to confidentiality of information
- Ensures accuracy of numbers of successful enumerated households for the day to be submitted to the Team Supervisor.
- Collaborates with Area Supervisor in the enumeration process.

Position : Branch Cashier
Company's Name : **MCD Credit Corporation**
Address : 481-A P. del Rosario Ext., Sambag 1, Cebu City, Cebu
Length of Service : November 29, 2017 to September 18, 2020

Responsibilities

- Safekeeping of funds both cash and cash in bank, and other financial records.
- Accomplished Daily Cash positions to be audited by the management upon request.
- Releasing of cash for new loans, loan renew, and company disbursements.
- Receiving of cash and checks and to be deposited to company's affiliated banks.
- Encoding of customers' loan payments both cash and check.
- Communicated with customers to confirm the receipt of their loans (cash).

Position : Accounting Clerk
Company's Name : **(same company)**
Length of Service : September 16, 2016 to November 28, 2017

Responsibilities

- Payroll Master
- In charge in filing and payment of monthly taxes, SSS, Philhealth, Pag-ibig.
- Controller of employees' loans and other records.
- Checking of collectors, supervisors, and credit investigators' actual list of collection vs. computer input.
- Petty Cash Fund controller

Internship

LAND BANK OF THE PHILIPPINES

Tacloban Real Branch

Responsibilities

- Entertain clients' queries
- Assist Customer Associate Personnel in handling new clients
- Receive calls from other branches and clients
- Photocopied and scanned checks, and other documents as requested
- Organizing documents (taxes, checks, customers' personal records)

TRAINING/SEMINARS ATTENDED

October 4-8, 11-13, 2021 - 2021 Pilot Community-Based Monitoring System in the City of Baybay

June 16, 2017 - Know Your Customer (KYC) and Anti-Money Laundering

ACHIEVEMENTS

Civil Service (Professional Level) Passer

81.77%

October 23, 2016

Normal University, Tacloban City

EN/CN: 325304

DEAN'S LIST

January 29, 2016

Saint Paul School of Professional Studies

With Honors

2002-2008

Gacat Elementary School

SKILLS and HOBBIES

- Knowledgeable in Microsoft Word, Excel, and PowerPoint
- Observant, keen to details and accuracy of responsibilities
- Strives to achieve deadlines and the company's standards
- Accepts criticisms and advice with open-mindedness
- Works well in a group or individually.
- Knowledgeable in basic accounting, finance, and management.
- Loves to read books
- Loves nature and music