

# MARY ROCHELLE C. ANOOS

Sitio Landing, Brgy Liloan, Ormoc City  
Email Address: rochelleanoos@gmail.com  
Mobile No.: 09286653203/09551581743



## CAREER OBJECTIVES

---

To obtain a position within an organization and a cooperative work experience in the field of accounting that will allow me to utilize my technical, organizational and communication skills. I am very hardworking and has a great attention to details.

## EDUCATIONAL ATTAINMENT

---

### Tertiary Education

**School:** St. Peter's College of Ormoc, Inc.

**Degree:** Bachelor of Science in Accountancy

**Address:** Ormoc City, Leyte

**School Year:** 2017 – Nov. 2018

**School:** Western Leyte College of Ormoc

**Degree:** Bachelor of Science in Accounting Technology

**Address:** Ormoc City, Leyte

**School Year:** 2011-2015

### Secondary Education

**School:** New Ormoc City National High School

**Address:** Ormoc City, Leyte

**School Year:** 2007-2011

### Elementary Education

**School:** Ormoc City Central SpEd Center

**Address:** Ormoc City, Leyte

**School year:** 2001-2007

## TECHNICAL SKILLS

---

- Computer Literate
- Knowledgeable in Basic Accounting
- Proficient in Microsoft Word, Excel and PowerPoint
- High Level of Responsibility and Fast Learning Skills
- Knowledgeable in Quickbooks Program/ Accounting System

## JOB EXPERIENCE

---

- Pascual Accounting Firm  
On-the-job Training  
2<sup>nd</sup> Floor, Superdome, Ormoc City  
On-the-job Training 2013
- Qorban Construction & Supply  
Office Clerk  
Brgy. San Antonio, Ormoc City  
(April 2015 – Sept. 2015)

- Marissa Lamoste Omoto Accounting Office  
Office Clerk  
110 Bloomfields Subd. Brgy. San Isidro, Ormoc City  
(September 2015 – January 2016)
- Carmen’s Cakes & Pastries  
Accounting Head  
Villa Socorro Subd., Brgy. San Isidro, Ormoc City  
(February 2016 – October 2018)
- CM Distribution  
Accounts Receivable Clerk  
Brgy. Nadongholan, Ormoc City  
(Nov. 2019 – May 2020)
- Development Bank of the Philippines  
Job-Order  
Brgy. Don Felipe Larrazabal, Ormoc City  
(Aug. 2020 - July 2021)

**PROFESSIONAL QUALIFICATION**

---

October 2014	Passed, Philippine Civil Service Eligible ( <u>Professional Level</u> ) (Philippine Government Employee Eligibility Test conducted by Civil Service Commission)
--------------	---

**PERSONAL INFORMATION**

---

Age:	25 years old
Gender:	Female
Date of Birth:	December 20, 1995
Place of Birth:	Ormoc City, Leyte
Nationality:	Filipino
Height:	5’4”
Civil Status:	Single
Known Languages:	English, Tagalog, Cebuano
Religion:	Roman Catholic

**CHARACTER REFERENCE**

---

Emily C. Rodriguez  
Carmen’s Cakes & Patries  
Board President  
Villa Socorro Subd., Brgy. San Isidro, Owak, Ormoc City  
09399161752

Marissa L. Omoto, CPA  
Marissa L. Omoto Accounting Firm  
Owner/ Proprietor  
Bloomfield Subd. Brgy. San Isidro, Owak, Ormoc City  
09399352615

Gerlena Ann Gernale  
Assistant Manager  
Development Bank of the Philippines  
Ormoc City Branch  
09173063270