



CAREER OBJECTIVE

To secure a position where I can employ my skills, expand my knowledge, and have the opportunity to contribute to the continued growth and success of the institution.

PERSONAL DATA

Age : 22
Birthdate : January 9, 2001
Gender : Female
Religion : Roman Catholic

SKILLS & QUALIFICATION

- MS Office (Excel, Word, and PowerPoint)
- Leadership and teamwork skills
- Can handle pressure
- Listener and quick learner
- Focused and confident
- Can adapt to changes

EDUCATION

Bachelor of Science in Accountancy
Aklan State University (2019 – 2023)
Bacan, Banga, Aklan

ACHIEVEMENTS

- Vice President for Academics of Aklan State University - Junior Philippine Institute of Accountants (2022 – 2023)
- Consistent honor student and graduated Magna Cum Laude
- Civil Service Professional Level Passer

INTERNSHIP

Agricultural Training Institute – Regional Training Center VI
Admin and Finance Unit (November 2, 2022 – January 9, 2023)

Duties and Responsibilities:

- Encoder
- Printing and sorting documents

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REFERENCE PERSON

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