

## **JENNIFER G. TINAJA**

### **Civil Service Professional**

**Home Address:** Brgy. Pangasugan, Baybay City, Leyte

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**PROFESSIONAL OBJECTIVE:** To pursue the excellency of public servant for the glory of God.

## **EDUCATION**

- Master of Management – Agribusiness Management (2016-2018)
  - 40 units earned
  - Visayas State University
  - Visca, Baybay City, Leyte 6521-A Philippines
  - Relevant Coursework:** Financial Management, Human Resource Management and Economics
- Bachelor of Science in Agribusiness (2010-2014)
  - Visayas State University
  - Visca, Baybay City, Leyte 6521-A Philippines
  - Relevant Coursework:** Financial Management, Human Resource Management and Economics

## **WORK EXPERIENCE**

- **Administrative Aide III.** PhilRootcrops.
  - Visayas State University, Visca, Baybay City, Leyte.
  - July 2014 - December 2020
  - 1. Prepare voucher for cash advance, reimbursement and payments of supplies and travel
    2. Prepare PPMP, purchase request, inventory and purchase order of supplies and materials
    3. Attending phone calls, visitors and clients' needs
    4. Perform functions as alternate dDRC required in ISO activities
    5. Perform as facilitator in Teaching Performance Evaluation by Students (TPES)
- **Administrative Aide III.** Cash and Accounting Office.
  - Visayas State University, Visca, Baybay City, Leyte.
  - January 2021- present
  - 1. Assess Students fees and prepare individual statement accounts as requested and as needed
    2. Generates and validates assessments and examination permits
    3. Prepares list of students enrolled and checks account balances of students and countersigns clearance

4. Encodes requested subject and other related school fees
5. Prepares quarterly report and breakdown of students' accounts' receivable
6. Post payment and updates students account ledger card of Junior High School Students
7. Prepares quarterly list of collection per school year and semester for unpaid student accounts.
8. Prepare demand letters for students with overdue accounts.
9. Prepare students scholars billing to other agencies for all college students
10. Perform other duties such as receiving of documents and prepare check deposit transactions for Trust Fund Account.
11. Perform other duties such as receiving. Releasing and pre-auditing of documents.

## SKILLS

Technical skills (microsoft office)  
Interpersonal skills  
Responsible and patient

## SEMINARS/ TRAININGS ATTENDED

BookKeeping with Quickbooks Online  
Virtual Assisting Training Philippines  
July 24-28,2023

ISO 9001:2015 Awareness/Re-awareness Seminar  
Visayas State Univerity  
August 30-31, 2022

Frontliner and Excellent Customer Service  
Personnel Officers Association of the Philippines, Inc.  
November 9-11,2022

Webinar: Know You Money and Counterfeit Detection  
Banker Intitute of the Philippines, Inc.  
February 26,2021