

MYRA D. VERECIO

Telegrafo Tolosa Leyte

myraverecio@gmail.com

09272823007

**OBJECTIVE:**

To get any vacant position that utilizes my drive to work, and skills that would relate to my course. Also, to enhance my knowledge in accounting as well as my analytical skills.

EXPERIENCES:

- 2017-2022 (4 years & 7 months)
 - Order & Billing Officer - RBC DISTRIBUTORS INC.
 - Invoicing orders
 - preparing sales reports
 - preparing inventory reports
- 2017 (6 months)
 - Brandbank Agent - Freight Processing Outsourcing Solutions Inc./Accudata
 - data encoder

SEMINAR/TRAINING

- 2018
 - Time Management Training and Workshop
- 2016
 - Career Preparedness Seminar entitled "Developing the Global Leader of Tomorrow"
 - Winning Cycle of a brand and Digital Marketing

EDUCATION:

Asian Development Foundation College

- October 2018 – March 2019
Licensed Professional Teacher

St. Paul School of Professional Studies

- June 2012 - March 2016
Bachelor of Science in Accounting Technology

SKILLS:

Language Skills

- Waray, Tagalog and English

Computer Skills:

- Microsoft Word, Excel and PowerPoint
- Can work under pressure
- Handles problems with all my capacity to do so
- Able to communicate with other people
- Capable of self-realization

CHARACTER REFERENCES:Hon. Purisima C. Ocana

Brgy. Captain

Hon. Mayor Dra. Ofelia Ocana

Municipal Mayor

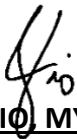
Floramae S. Garrido, LPT

Public Teacher

Erika B. Encina, LPT

Public Teacher

I hereby certify to the correctness of the information presented.

VERECIO MYRA D., LPT

APPLICANT