

Curriculum Vitae

Name: Mary Melka L. Gonzaga

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QUALIFICATION/ EDUCATIONAL BACKGROUND

- **Bachelor of Science in Accountancy (2017 - 2018)**
St. Peter's College of Ormoc, Ormoc City, Leyte, Philippines
- **Bachelor of Science in Accounting Technology (2013 – 2017)**
Western Leyte College of Ormoc, Ormoc City, Leyte, Philippines
- **New Ormoc City National High School (2009 - 2013)**
Barangay Don Felipe Larrazabal, Ormoc City, Leyte, Philippines

WORK EXPERIENCE

- **Administrative Assistant V/ Private Secretary I (June 2021-Present)**
15th & 16th Sangguniang Panlungsod ng Ormoc- Office of the City Councilor, Local Government Unit of Ormoc City (LGU-Ormoc City);
 - Assist City Councilor Burt J. Pades in his meetings and prepare all necessary documents
 - Responsible for the confidential files and information
 - Answer calls and client queries promptly
 - Accept and file bio-data for Job Order applicants
 - Set appointments
 - File paperwork and maintain records both paper and electronics.
 - Communicate with different offices/ department or agencies for events/ committee meetings.
 - Stay updated of Assigned Barangays concerns.
 - Issue receipts for Notarial fees
- **Administrative Aide I (January 2021-June 2021)**
16th Sangguniang Panlungsod ng Ormoc- Office of the City Councilor, Local Government Unit of Ormoc City (LGU-Ormoc City);
 - Assist City Councilor Benjamin S. Pongos, Jr. in his meetings and prepare all necessary documents
 - Answer calls and client queries promptly
 - Accept and file bio-data for Job Order applicants
 - File paperwork and maintain records both paper and electronics.
 - Stay updated of Assigned Barangays concerns.
- **Accounting Staff (June 2019-January 2020)**
Greenplains Construction- Accounting Department
 - Record vehicle trips & fuel consumption
 - Record PPE's
 - File construction projects according chronologically
 - Handle Petty Cash Fund
 - Issue Official Receipts & Cheques
 - Access to company QuickBooks
- **Accounting Staff/ Secretary (June 2016- March 2018)**
RDG Car & Tucking Services
 - Issue Official Receipts & Cheques
 - Make & submit Billing Statement to clients & Companies
 - Deposit Cash & Cheques to Company bank accounts
 - Get legal documents notarized

INTERNSHIP

- **Energy Development Corporation (April 2018)**
Human Resource Department
 - Record & file leave forms
- **Energy Development Corporation (January 2016-February 2016)**
Accounting Department
 - Record & file Expenses

AWARDS & CERTIFICATES

- **National Certificate Examination III in Bookkeeping (2017)**
- **Career Service Professional Examination (2016)**

TRAININGS & SEMINARS

- **Regional Seminar Workshop “Utilizing the Sustainable Development Goals (SGDS) as compass for Post Pandemic Recovery” (2022)**
- **Accounting: Principles of Financial Accounting (2020)**
- **The Filipino Accountancy Youth: Rooted in Identity, Strengthened by Excellence “How to be your own Boss”**
- **The Filipino Accountancy Youth: Rooted in Identity, Strengthened by Excellence “Creating Competitive Edge”**
- **The Filipino Accountancy Youth: Rooted in Identity, Strengthened by Excellence “Of leaders & Advocates”**
- **The Filipino Accountancy Youth: Rooted in Identity, Strengthened by Excellence “Philippine Accountancy Profession: Change in coming”**

TECHNICAL SKILLS

- Detail oriented
- Fast Learner
- Time management
- Analytical
- Clerical

OTHER SKILLS

- Proficient in Microsoft Office (Word, Excel, Powerpoint, Publisher”
- Driving
- Video Editing
- Photo Editing

REFERENCES

ENGR. ESTEBAN V. LAURENTE

City Councilor- Local Government Unit of Ormoc
Valle St., Dona Feliza Mejia, Ormoc City
+639-77-830-6455

PROS. BENJAMIN S. PONGOS, JR.

Ormoc City Prosecutor
Villa Socorro Subd., Brgy. San Isidro, Ormoc City
+639-17-307-2685

ATTY. BURT J. PADES

City Councilor- Local Government Unit of Ormoc
Villa Theresa Heights Subd., Brgy. San Isidro, Ormoc City
+639-77-832-250