

Cyrell Apple C. Ortega

Brgy. 25 Paterno Ext., Tacloban City

09982964636

ortegacyrellapple@gmail.com

CAREER OBJECTIVE

To become a versatile and adaptable individual willing to be trained in a fast growing company in a position that suits to my qualification.

EDUCATIONAL BACKGROUND

Tertiary: Saint Paul School of Professional Studies

Brgy. Campetic, Palo, Leyte

BS Accounting Technology

Year Graduated: 2019

Secondary: Liceo del Verbo Divino

Avenida Veteranos, Tacloban City

Year Graduated: 2013

- Math Leadership Award
- Class Achiever

Primary: Burauen North Elementary School

Sta. Ana St., Burauen, Leyte

Year Graduated: 2009

ORGANIZATIONAL AFFILIATION

- **National Institute of Accounting Technicians**
Member (September 2019 - Present)
- **Institute of Certified Bookkeepers**
Member (June 10, 2019 - Present)
- **National Federation - Junior Philippine Institute of Accountants**
Member (2018-2019)
- **Senior Class Organisation of Saint Paul School of Professional Studies**
Member (2018-2019)
- **Junior Institute of Accounting Technicians**
Member (2015-2019)

SEMINAR ATTENDED

- **"Work Ethics of a Productive Worker"**
National Wages and Productivity Commission
DOLE - RTWPB VIII
October 7, 2020
- **"Practical Tax Guide for Online Sellers, Freelancers, & Small Business Owners (Part 2)"**
Mark Anthony V. Pojol, CPA
October 3, 2020

- **“Practical Tax Guide for Online Sellers, Freelancers, & Small Business Owners (Part 2)**
Mark Anthony V. Pojol, CPA
September 12, 2020
- **“Career and Personality Development Seminar”**
Auditorium, St. Paul School of Professional Studies
Brgy. Campetic, Palo, Leyte
March 14, 2019
- **“Career Opportunities and Taxation Seminar”**
Auditorium, St. Paul School of Professional Studies
Brgy. Campetic, Palo, Leyte
July 20, 2018

SKILLS

- Has knowledge in using Microsoft softwares and Quickbooks
- Keen to details
- Mathematical and problem-solving skills
- Interpersonal and communication skills
- Maintains strong work ethic
- Honest and works with Integrity
- Self motivated
- Ability to work as part of a team and work under pressure
- Reliable
- Goal oriented

EXAMS PASSED

- **Certified Accounting Technician Level 1 - Bookkeeping Exam**
National Institute of Accounting Technicians
May 2019
- **Career Service Sub-Professional Eligibility**
Civil Service Commission
August 2018

WORK EXPERIENCES

- Stardust Salon Supplies Trading/Starz Duzt Salon & Spa - Tacloban City
Bookkeeper (March 2020- September 2020)
- Has completed Internship in National Food Authority (NFA) Provincial Office VIII

CHARACTER REFERENCES

Eduard Jayson Conchada
Senior Accountant
National Food Authority
Provincial Office VIII
Pawing, Palo, Leyte
09186409989

Maridhen Calixtro
Guidance Counsellor
SPSPS
Campetic, Palo, Leyte
09192075220

Cyrine Acuña
Manager
Stardust Salon Supplies Trading
Burgos St., Tacloban City
09352504583