



MAE ANGIELINE T. SALVA- ALARAS

LAWYER

CERTIFIED PUBLIC ACCOUNTANT

CONTACT

Address: Purok Bougainvilla, Brgy.  
Talisay, Bontoc Southern Leyte

Phone/Viber: +639778065577

Email: remindmae@gmail.com

OBJECTIVE

To seek and maintain full-time position that offers professional challenges, utilizing interpersonal skills, excellent time management and problem-solving skills in the practice of law to serve the client with fervor, competence and professionalism.

CORE SKILLS

- **Organization:** managed deadlines, multi-tasking, prioritization and document organizing.
- **Communication:** written and oral communication such as preparing memorandum, legal reports, letters and notices.
- **Creative problem solving:** crucial analytical skills, spotting of issues and developing strategies or solutions to address concerns and observations of clients.
- **Research and analysis:** identified control gaps in processes, procedures and systems through in-depth research and assessment and suggested methods for improvement.
- **Teamwork:** built strong working relationships with internal and external teams
- **Computer Literacy:** proficient in the use of cloud-based document and database systems as well as various office suites (WPS Office, Microsoft Office, etc.)

WORK EXPERIENCE

State Auditor | Commission on Audit

July 2015 to Present

- In-dept audit of the Financial Statements, accounting entries per account title and financial transactions
- Followed established auditing processes to meet internal and regulatory requirements.
- Consulted clients on internal control systems development and audit program improvements through an audit observation memorandum.
- Interpreted regulations and laws, accepted auditing principles and procedures and program standards to audited materials and data to detect non-compliance and facilitate recommendations.
- Initiated comprehensive account assessments to check viability, stability, and profitability of business operations.
- Performed observations and evaluated supporting documents to supplement audit findings.
- Assessed internal control risks of network through information system audits.
- Communicated to the Head of Agencies through issuance of Memorandum and conducting conferences

**General Bookkeeper | Rural Bank of Hindang (Leyte)**

November 2010 to July 2015

- Developed monthly, quarterly and annual financial statements.
- Handled day-to-day accounting processes to drive financial accuracy.
- Reviewed and filed financial documents, coded accounting entries for data processing, and posted daily receipts and payments in accordance with all corporate protocols.
- Gathered, evaluated and summarized account data in detailed financial reports.
- Reported financial data and updated financial records in ledgers and journals.
- Reduced financial discrepancies through transaction monitoring and management.
- Identified accounting errors when cross-referencing documents and database information.
- Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
- Streamlined daily reporting information entry for efficient record keeping purposes.
- Streamlined bookkeeping procedures to increase efficiency and productivity.

**EDUCATION**

**Juris Doctor: Law**

Dr. V. Orestes Romualdez Educational Foundation (College of Law)  
Tacloban, Leyte | 2016-2021

**Bachelor of Science: Accountancy**

Saint Joseph College  
Maasin, Southern Leyte | 2006 – 2010