

Shiela Mae O. Bagarinao

Marcos, Baybay City, 6521
09977733773
ssmbagarinao@gmail.com
LinkedIn: Shiela Mae O. Bagarinao

CAREER OBJECTIVE

To secure an entry-level position where I can utilize my academic knowledge and practical experience to contribute to the growth and success of the organization, delivering meticulous work and gaining exposure to diverse aspects of accounting. Committed to developing my skills in a supportive and challenging work environment.

EDUCATION

Saint Paul School of Professional Studies

Bachelor of Science in Accountancy
May 2024

Visayas State University Integrated Highschool

Accountancy, Business and Management
June 2020
With Honors

PROFESSIONAL EXPERIENCE

AlSocial

Part-time Virtual Assistant (Dec. 2022 - Present)

Key Responsibilities:

- Managed social media accounts and maintaining a fast response time.
- Managed large volume of data entry into spreadsheets, databases, and online platforms.
- Utilized software tools e.g., Microsoft Office, Google Spreadsheet, Canva, and other applications.
- Supported client to boost Search Engine Optimization (SEO) of websites
- Maintained positive work ethic and commitment to providing excellent service.
- Maintained confidentiality and ensured the security of sensitive information.

National Food Authority - Leyte (NFA)

Student Intern (Dec. 2023 - March 2024)

Key Responsibilities:

- Managed clerical work such as recording outgoing and incoming files, document archiving, segregation, photocopy and data entry.
- Processed AI Sales and Transfers
- Review and organized large volume of document ensuring error-free data
- Edited payroll in GSIS Conso, Help, Computer and GFAL Loan, EDLA, and Pag-ibig.
- Monitored and done inventory count for the month of January 2024

CHARACTER REFERENCE

Oscar B. Posas, PhD

Adjunct Professor
Visayas State University
oscar.posas@vsu.edu.ph

Joji Grace D. Cortes

Principal
Alpha Christian School
09612253270

Arleen Rocabo, CPA

Instructor
Saint Paul School of Professional Studies
arleen.rocabo@spsp.edu.ph

CORE QUALIFICATIONS

- Software Proficiency:** Well-versed in the use of Microsoft Office, Google Spreadsheet and Documents resulting in efficient accounting work.
- Interpersonal Skills:** Built warm relationships with co-interns and workmates leading to smooth collaboration.
- Able to adapt** to changing circumstances, work under pressure, and be flexible in response to new challenges.
- Able to prioritize tasks and **manage time** effectively to meet work deadlines.
- Meticulous attention to detail** in research, data entry organization, and executing tasks resulting to error-free work.
- Ability to **empathize**, comprehend, and address the needs and emotions of others within a professional context.

CERTIFICATIONS

Civil Service Eligibility

Professional Level
August 2023

Certified Bookkeeper

With Distinction
December 2023