

Shara Mae D. Yapan

Seaside, Pusok, Lapu-lapu City, Cebu 6015

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**OBJECTIVE**

Enthusiastic, diligent, and passionate jobseeker, with excellent organizational abilities and a keen attention to detail, looking for entry-level employment that will contribute to my growth as a person and as a professional while contributing to the company's success.

EDUCATION**Bachelor of Science in Accountancy (August 2019- July 2023)**

Eastern Visayas State University (EVSU), Tacloban, City, Philippines

- Graduated "Cum Laude"
- Junior Philippine Institute of Accountants – EVSU Chapter Year 2021 – 2022
"Standing Committee for Academics"

Accountancy, Business & Management- ABM (July 2017- April 2019)

Carigara National High School, Carigara, Leyte, Philippines

- Graduated "With High Honors"
- Best in Work Immersion
- Best in Research
- Bookkeeper of the Year (2019)

SUMMARY OF QUALIFICATIONS

National Certificate III in Bookkeeping (TESDA)

Civil Service Professional Eligible (*Honor Graduate Eligibility under Presidential Decree 907*)

SKILLS

- Knowledge in Microsoft Platforms & Google Platforms
- Good communication skills
- Can work under pressure and with minimal supervision
- Can manage time effectively
- Team player

WORK EXPERIENCES**Student Intern (November 2018- December 2018)**

Tasks: Manage Emails, Encode, Print, Assist clients, etc.

*Land Bank of the Philippines- Carigara Branch
Carigara, Leyte*

Worked as an Assistant in Carigara Daycare Resource Center (June 2019- 20 days)

Tasks: Creating educational materials and assist with the basic needs of children.

*Special Program for Employment of Students (SPES)- DOLE
Carigara, Leyte*

Student Intern (August 2022- December 2022)

Tasks: Clerical works, Email management, etc.

*College of Business & Entrepreneurship- Office of the Head and Faculties
EVSU, Tacloban, City*

Invoice Processor- Part-time work (October 2022-Present)

Task: Creating customer invoices with Google Sheets

*Mira Seoul Korean Wholesale Online Shop
Palo, Leyte*

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| REFERENCE |
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Jeremy C. Ragot, DBA, JD, CPA

Head of the Accountancy Department

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