

Shakiera Chloe Ygot Divino

San Jose, Ormoc City, Leyte

Mobile Number: 09709951699

Email: [shakieradivino28@gmail.com](mailto:shakieradivino28@gmail.com)

Date of birth: September 28, 1997

Age: 24

Marital status: Single

Religion: Born Again Christian

**CAREER OBJECTIVE**



**Shakiera Chloe Y. Divino**

Applicant

**Shakiera Chloe Y. Divino**

Applicant

I hereby certify, under the penalty of law, that the above stated information is true and correct.

* Communication and teamwork
* Ability to meet deadlines and work under pressure
* Enthusiastic, hard-working and eager to learn
* Technical skills– software application & MS Office Application

**KEY SKILLS**

* **Cebuana Lhuillier** 
  + Area Admin Assistant of Leyte and Southern Leyte
  + February 18, 2019 to January 30, 2022
* Responsible for providing administrative and general staff assistance
* Screens and assists visitors and callers in a professional way
* Keeps track of the schedule of appointments and meetings
* Updates and maintains the calendar of activities
* Schedules and organizes meetings
* Arranges business itineraries and coordinates travel requirements
* Attends to all incoming and outgoing correspondences and ensures that these are promptly given to the appropriate personnel
* Takes charge of collecting and distributing/routing communication materials (eg. reports)

**INTERNSHIP**

Radiowealth Financing Company

Ormoc City, Leyte

**WORK EXPERIENCE**

* **Chuliante Marketing Corporation**
  + Admin Assistant
  + June 2018 – February 2019
* Process and prepare financial and business forms for the purpose of checking account balances, facilitating purchases, etc.
* Create, send, and follow up on invoices
* Collect and enter data for various financial spreadsheets
* Review and audit financial statements and reports, ensure all calculations and data entries are correct
* Reconcile any discrepancies or errors identified by conversing with employees and/or clients
* Collect information for and prepare payroll payments for employees

**INTERNSHIP AND WORK EXPERIENCE**

2014-2018 Bachelor of Science in Accounting Technology

Western Leyte College

Ormoc City, Leyte, Philippines

2010-2014 Genaro B. Lureñana National High School

San Jose, Ormoc City, Leyte

2004-2010 San Jose Elementary School

San Jose, Ormoc City, Leyte

**EDUCATIONAL BACKGROUND**

To work for a progressive organization in a highly motivating and challenging environment that provides the best opportunities to grow and utilize my potential to the fullest and to achieve the organizations goal.