**Camille Joy P. Baldonado**

**B-10 L-28 Ph-2 Norzagaray Homes Brgy. Bitungol, Norzagaray, Bulacan**

**09674130902**

[**Gwiyomille@gmail.com**](mailto:Gwiyomille@gmail.com)

**OBJECTIVE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To be part of a competitive organization that offers opportunities for professional growth by assigning challenging positions and tasks thereby making use of my knowledge and work experience.

**WORK EXPERIENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

March 1, 2017– December 2017 Bureau of Internal Revenue Region 5 Caloocan City

Development Bank of the Philippines Services Corp.

Finance Division Outsource Personnel/General Clerk

* Provide effective and efficient administrative assistance to the Section Chief of Revenue Accounting Section.
* Assist in Prompt and accurate preparation and consolidation of Monthly Collection Reports.
* In charge with monitoring and checking of Monthly Collection Reports.
* Responsible for safekeeping and recordkeeping of subsidiary ledgers.
* Filing of pertinent documents.
* Encoding and preparation of memorandum reports.

**EDUCATIONAL BACKGROUND\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

(Major in Management)

ABE International Business College

Caloocan Campus

Class of 2017

* TANDANG SORA INTEGRATED HIGHSCHOOL

7th Ave. East Grace Park, Caloocan City

Class of 2013

* GRACE PARK ELEMENTARY SCHOOL (Main)

6th Ave. P. Galauran St. Caloocan City

Class of 2009

**PERSONAL DATA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Birth: September 7, 1997**

**Age: 22**

**Sex: Female**

**Height: 4.11 ft**

**Civil Status: Single**

**Nationality: Filipino**

**Father’s name: Rommel B. Baldonado**

**Mother’s name: Maria Teresa P. Baldonado**

**CHARACTER REFERENCES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Froilan B. Buendia**

OIC-Section Chief, Revenue Accounting Section

Bureau of Internal Revenue – Finance Division

365-4179

**Virginia Marinette Liwag**

Administrative Assistant IV

Bureau of Internal Revenue – Finance Division

365-4179

**Margie V. Rosario**

Admin Aide

Arm Forces of the Philippines – Finance Division

09359064147

**I hereby acknowledge that all information stated above are true and correct in the best of my knowledge and belief.**

**Camille Joy P. Baldonado**