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<h2>About Me</h2>

<p>A highly skilled administrative and finance professional with expertise in financial management, bookkeeping, government reporting, and customer service. Passionate about leveraging technology for efficiency and excellence.</p>

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<h2>Experience</h2>

<ul>

<li><strong>Administrative Assistant III (Senior Bookkeeper)</strong> - DepEd Division of Taguig City & Pateros (2022 - Present)</li>

<li><strong>Administrative Assistant II</strong> - DepEd Division of Taguig City & Pateros (2020 - 2022)</li>

<li><strong>Consultant</strong> - City Government of Taguig (2016 - 2020)</li>

<li><strong>Customer Service Representative II</strong> - Telus International Philippines (2019 - 2020)</li>

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<h2>Skills</h2>

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<li>Financial Management & Budget Planning</li>

<li>Bookkeeping & Accounting</li>

<li>Microsoft Office & Google Workspace</li>

<li>Website Designing & Social Media Advertising</li>

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<h2>Certifications & Training</h2>

<ul>

<li>Career Service Professional Eligibility (CSC, 2017)</li>

<li>Napolcom Eligibility (2014)</li>

<li>Basic Citizen Military Course – Philippine Navy</li>

<li>Master Class on Microsoft Excel</li>

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<section class="contact-info">

<h2>Contact</h2>

<p>Email: <a href="mailto:deped.tapat.lawrence@gmail.com">deped.tapat.lawrence@gmail.com</a></p>

<p>Phone: 0931-931-2661</p>

<p>Location: Taguig, NCR, Philippines</p>

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