



Cristine Joy D. Villanueva

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09054174165

Objective: To be in a position where I can maximize my potentials as a productive and active individual giving quality performance at all times for the attainment of the goal of the organization I am to be part of.

HIGHLIGHTS

- Record Keeping
- Bill Collections
- Knowledge in Microsoft Excel and Word
- Manage Bills Payment
- Filing Documents
- Cash Handling

EXPERIENCE:

OJT Finance Staff – Finance Department
Cooperative Development Authority
Brgy. 65 New Bus Terminal Compound, Tacloban City, Leyte

- Finished 160 hours internship
- Bookkeeper's assistant
- Keeping accurate records and reporting on collection activity
- Process payroll
- Update account status records and collection efforts
- Proper recording and Filing reports

Finance Staff– Finance Department
Electrocomputer Data Systems
Brgy 17 88 P. Zamora St., Tacloban City
May 27, 2019 – April 10, 2020

- Prepared Billings.
- Filing Vouchers.
- Monitor Due dates & Payments to.
- Banking (deposit cheques & cash)
- Making Withholding taxes
- Create excel with lots of sales invoices and organize it properly according to their VAT percentage.
- Organizing the files and payments of each supplier.
- Record Disbursement every day.

- Recording each payment in excel.

Admin Team Leader– Finance Department
Ph Global Jet Express Inc.
Brgy Guindapunan Palo Leyte
July 7, 2020 -Nov 30, 2021

- Monitoring Fixed Assets and Supplies
- Payroll Monitoring
- Handles Petty Cash Fund
- Courier's Remittance keeper
- Cash Handling
- Sending Daily COD Report
- Making Sales Reports
- OR keeper
- Sales Admin
- Monitor backlogs
- Deposit Daily Remittances
- Cash Advance Requestor

Data Analyst- Trust & Safety New Associate
Accenture, Inc.
60 General Aguinaldo Ave, Cubao, Quezon City, 1109 Metro Manila
Dec 27, 2021-March 1, 2024

NEQ Rater- (Dec27-Feb14,2022)
(NON-VOICE ACCOUNT)

- rates English Publisher Que
- rates Tagalog Publisher Que
- English Content Que
- Tagalog Content Que

Audio Segmentation- (Feb 14-Dec.5,2022)
(NON-VOICE ACCOUNT)

- Annotation and Segmentation
- Audio Transcription

RL Research-(Dec 6,2022-April 23,2023)
(NON-VOICE ACCOUNT)

- Head Bounding Box.
- From 100 frames to 20 frames.
- Make sure that the box is fit in the head of the participants in the video.

IG Search Keyword Relevance-(April 24,2023-Oct. 27,2024)
(NON-VOICE ACCOUNT)

- Rate posts according to its relevancy.
- Match the media to the query.
- 266 quota per day.

Ready Made Stories- CV (Oct. 30, 2023-Jan. 21, 2024)

(NON-VOICE ACCOUNT)

- Rate posts according to its relevancy.
- Reviewing the qualities and contents of the image.
- Determining whether the quality of the image is clear or blur.

IFR Ineligibility (Jan. 22, 2024-March 1, 2024)

(NON-VOICE ACCOUNT)

- Eliminating sensitive and inappropriate contents in the platform.
- Reviewing the contents and entity of each posts.

EDUCATIONAL:

Saint Paul School of Professional Studies.
Bachelor of Science in Accounting Technology, 2019
Campetic, Palo, Leyte

SKILLS:

Equipped with knowledge in accounting. Hardworking, Responsible, Dedicated to Job, easily adapts to Work Environment, and can maintain good interpersonal relationship among colleagues.

- Communicate well with people.

PERSONAL DATA:

Date of Birth: December 20, 1998
Place of Birth: Tacloban City
Address: Brgy. 110 Utap Zone 5 Tacloban City, Leyte 6500
Sex: Female
Civil Status: Single
Citizenship: Filipino
Religion: Roman Catholic

REFERENCE:

Roselyn Sugarol
Former Supervisor
Ph Global Jet Express Inc.
#09569319186

Rosana Torrida
Admin
Ph Global Jet Express Inc.
#09157901271

I hereby certify that the above information are true and correct to the best of my ability and knowledge.

Cristine Joy D. Villanueva
Applicant