



JERICA SOPRONIO

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OBJECTIVES

To work in an environment which encourages me to succeed and grow professionally and where I can fully use my skills and knowledge for the success of the organization.



SKILLS

- Reliable and fast learner.
- Excellent adaptability to work environments and can work under pressure.
- Self-motivated and able to work with little supervision.
- Detail oriented and can meet deadlines.
- Ability to read and write Stenography (shorthand).
- Knowledgeable in Ms Word, Ms Excel, Ms Power point and Adobe.



PERSONAL INFORMATION

Date of Birth : June 23, 199
Age : 22 years old
Height : 5'2"
Weight : 50 kg.
Status : Single
Religion : Roman Catholic



EDUCATION

- **Datacom Institute of Computer Technology**
Computer Literacy Program.
(Module II Computer Hardware, Software and Graphic Design)
June 2015 - October 2015
- **Cavite State University-Imus Campus**
Bachelor of Science in Office Administration
August 2016 - July 2020



EXPERIENCE

Cebuana Lhuiller Rural Bank Inc.

June 2017- August 2017

Accounting staff – Accounting Department (Intern)

Efficiently carried out tasks assigned:

- Sorting, organizing & filing of past transaction files.
- Checking and recording business transactions and checks.
- Printing and photocopying of documents.

Office Staff - Loan Department (Intern)

- Checking, filing, sorting and recording customers and employees loan.
- Visits the residence address of borrower/co-borrower to verify residency (Conducting credit investigation or CI - Field)

Isuzu Automotive Dealership Inc.

January 2020 - March 2020

HR Department (Intern)

Efficiently carried out tasks assigned:

- Provides assistance to employees with regards to work and other concerns.
- Update and maintain the employee profiles, other admin documents (201 files) and master list.
- Distributing employee's pay slips.
- Posting and maintaining information's in bulletin boards.
- Scheduling job interviews and assisting interview process (interns).
- Orienting new employee (interns) to the organization.
- Inventory (business forms, voucher, etc.).
- Answering telephone calls.
- Monitoring daily time records Printing, photocopying and sorting of documents.
- Conduct performance evaluation.
- Printing, photocopying and sorting of documents.