# Experience

**Assistant Account Manager (part-time)**

*Thoughts & Notions Events Management Inc., Alabang, Muntinlupa* City **May 2018 -** **August 2018**

* During my 4-month tenure, I was introduced and tasked to assist in handling an event for a pharmaceutical company
* Coordinating with internal and external stakeholders to review budget, proposals, chosen venue, attendees
* Development, production and delivery of projects from proposal right up to delivery
* Managing supplier relationships
* Travelling to on-site inspections
* Ensuring excellent customer service and quality delivery

**Accounting Intern**

MPL Holdings Inc., *Marcos Alvarez Avenue, Las Pinas City, Manila, Philippines*  **June 2015 - August 2015**

* Completed 308 internship hours in the Accounting Department
* Conducted weekly inventory checks and requisitioned food and supplies maintaining appropriates stock levels
* Processed payments and documents such as employee reimbursements, vouchers, and invoices
* Assisted with filing, data entry, and maintaining accurate and complete financial records
* Determined content and assembled data in preparation for monthly reports for review

# Education

## Jose Rizal University 2018 - To be completed on June 2020

*80 Shaw Blvd, Mandaluyong, 1552 Metro Manila*

**Degree:**Masters in Business Administration & Hospital Management

## Southville International School affiliated with Foreign Universities 2013-2016

*Lima Cor. Luxemborg St., BF international, Las Pinas City, Metro Manila, Philippines*

* BTEC Higher National Diploma in Management

**Degree:**Bachelor of Arts in Business Administration

**Elizabeth Seton High School 2000-2013**

*BF Resort Village, Las Pinas City, Metro Manila, Philippines*

# Skills

* Ability to work with several operating systems including Windows and Mac OSX
* Organizational skills
* Fluent in both English and Filipino
* Research and Analysis
* Campaign Development
* Effective verbal and written communication
* Knowledge on emerging trends
* Ability to perform under time constraints and meet strict deadlines
* Competent and seeks opportunities to work on teams
* Creative Thinking
* Highly analytical and capable in identifying and solving problems.
* Good eye for detail

# Volunteer Experience, Seminars Attended, & Awards

## Member, SISFU Rotaract Club 2013-2016

Volunteer*,* Habitat for Humanity*, Calauan, Laguna,* July 2013

* Worked with a team of college students to build homes for lower- income families.

## Volunteer, Donation Drive for Typhoon Yolanda Victims*,* November 2014

* A relief goods operation of SISFU Rotaract Club that provided critical life-saving supplies to the families affected by #YolandaPH

5TH PANAF UMC Youth Congress – Learning a Better Way to Go Digital, *Unilab Center, Pasig* **December 2014**

* Best Achiever in Business Decision Making **March 2015**

## 

**Leanne Grace V. Principe**

123 Buri Street Phone: +639178755879

Ayala Alabang Village, Muntinlupa City Email: [lprincipe@yahoo.com](mailto:lprincipe@yahoo.com)

**References for Leanne Grace V. Principe**

***Professional References:***

Poalabelle Sarfati

Former Account Manager, Thoughts & Notions Events Inc.

Philam Life Bldg., Acacia Road, Madrigal Business Park, Muntinlupa City 1702

Phone: 0917 842 9991

Email: poalabelle@yahoo.com

Lorna Ibayan

Former Accounting Head, MPL Holdings Inc.

1314 Marcos Alvarez Avenue, Talon V Las Pinas City 1747

Email: Ibayanlorna@gmail.com

***Character References:***

Jynnette Punzalan (long-time friend, 8 years)

BF Executive Triangle Viilage, Almanza Uno, Las Pinas City

Phone: 0917 801 0295

Email: jynnette.punzalan@gmail.com

Alessandra Orbito (long-time friend, 5 years)

Orchard Residential Estates, Dasmarinas, Cavite City

Phone: 0995 470 6388

Email: alessandraorbito@gmail.com