

JUSTINE B. MONTECIR

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09352390123
justinemontecir8@gmail.com



OBJECTIVE

I am seeking a company where I can use my experience and education to help the company meet and surpass its goals.

EDUCATIONAL BACKGROUND

TERTIARY

2013 – 2017

STI COLLEGE CALOOCAN

Bachelor of Science in Accounting Technology

SECONDARY

2009 – 2013

POTRERO NATIONAL HIGH SCHOOL

High School Diploma

WORK EXPERIENCE

April-June 2016

OJT Power Steel Specialist Trading Corporation
Purchasing Department, Marketing Department

March-June 2015

Jollibee Mabini
Counter

April-June 2014

Jollibee Victory Central Mall
Counter

SKILLS AND ABILITIES

- Proficient in MS Office (Excel, Access, PowerPoint)
- Quickbooks - Beginner
- Expert in Multi-tasking
- Willing to be trained

EXTRA-CURRICULAR ACTIVITIES

2016

Junior Accounting Technology Society (former auditor)

2015

Philippine Modern Aerobics Dance Instructors Association

2013

Hataw Sayaw STI College Caloocan
3rd Runner up

2013

Potrero National High School
Graduated as Top 3 in the Class

CHARACTER REFERENCES:

Mr. Remegio Vitan Jr.
STI COLLEGE CALOOCAN
294-4001