

MARY CLAIRE J. CRUZ

G-14 Kapitbahayan NBBS, Navotas City
09359215654
Maryclairecruz08@gmail.com



OBJECTIVES

To obtain the position that will utilize my experience and skills effectively in the company and to develop my knowledge in Accounting Technology.

EDUCATION

Tertiary

2013-2017

STI COLLEGE CALOOCAN

Bachelor of Science in Accounting Technology

Secondary

2009-2013

Florentino Torres High School

SKILLS

- Microsoft word
- Microsoft excel
- Microsoft PowerPoint
- Visual Basic- Beginner
- Critical Thinking Skills
- Quick books- Beginner

WORK EXPERIENCE

Power Steel Specialist Trading Corp.

April 2016- June 2016

- Data Encoder (Accounting Department)

EXTRA – CURRICULAR ACTIVITIES

- 2014 Student convergence "Identify and purpose"
- 20th STI NATIONAL YOUTH CONVENTION
- 2015 Metamorphosis Student Convergence
- 2016 Student Convergence-Metamorphosis "A new chapter unfolds"

REFERENCES

Ms. Filipina Manuel

STI Accounting Professor

09987514907

Mrs. Ninia Pomar

Power Steel Corp. Manager

09178007835