

Erika Kathleen Gilo

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Twitter/Blog/Portfolio

Seeking a position that will require me to utilize and upgrade my skills in MySQL database, JavaScript, HTML, CSS, Python and information technology for growth of the organization

Skills

- Strong interpersonal, analytical, quantitative, written and verbal communication skills
- Customer service experience
- Flexible and able to adapt to various learning situation
- Ability to work under pressure
- Sound knowledge of Computer Programming (HTML, CSS, JavaScript, MySQL, C#, PHP, Python)
- Computer literate: MS Word, PowerPoint, Excel, Visio
- Computer platforms: MAC, Linux and Windows

Education

ANTICIPATED APRIL 2019

College Advanced Diploma Computer Programmer Analyst / George Brown College School of Computer Technology, Toronto, ON

It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.

JUNE 2012 - 2016

Bachelor's Degree in Business Administration Major in Management Accounting / St. Paul University of Quezon City, Philippines

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Experience

SEPTEMBER 2017 – PRESENT

Front of the House / Nando's Kennedy Commons

- Presents menu and answers questions about menu items, making recommendations
- Escorting customers to their tables, serve food and beverages to customers on their tables
- Collect dishes and glasses from counters and clean after customers have finished
- Perform cleaning duties, such as sweeping and mopping floors, vacuuming, tidying up server station, taking out trash, and checking and cleaning washrooms

AUGUST 2016 – PRESENT

Banquet Server / The Avenue Banquet Hall, ON

- Welcome guests and respond to their requests in a courteous and friendly manner
- Setting and cleaning up the tables before and after every event
- Carries trays with food and serves it to the guests individually
- Replenishes beverages when necessary, and check with guests to make sure they are satisfied with the service offered

JUNE 2014 – APRIL 2016

Accounting Staff and Executive Assistant / Emerald Interior Center, Philippines

- Prepared contract proposals, quotations and reports for clients, and payroll for the employees
- Helped in doing the Financial Reports
- Managed the e-mail system of the company
- Did field work, met with the clients and collect payment

APRIL – MAY 2015

Accounting Staff (Paid Internship) / Reyes Tacandong & Co., Philippines

- Worked under supervision of other accountants
- Helped with bank statements reconciliations, as well as accounts payable and receivable
- Performed balance sheet reconciliation
- Filled and scanned journal entries
- Helped with month-end financial reports

