



KATHLEEN FAYE F. SUAREZ

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[LinkedIn Profile](#)

EDUCATION

Southwestern Institute of Business and Technology

Bachelor of Science in Information
Technology
2024-2025

SKILLS

- Proactive
- Data Entry
- Email Management
- Time Management
- Project Management
- Basic Accounting
- Adaptability and Reliability
- Organizational Skill
- Problem Solving
- CRM Platforms

LANGUAGE

English

Filipino - Tagalog

ABOUT ME

Tech-savvy BSIT degree holder who is quick to learn, adaptable, and skilled in email management, data entry, appointment scheduling, project management and proficient in using CRM systems. Reliable, , organize, resourceful, detail-oriented, and eager to grow in a fast-paced, dynamic work environment. Can work independently with minimal supervision.

EXPERIENCE

Administrative Assistant- Supply Office 2021-2023
Southwestern Institute of Business and Technology, Inc.

- Manage Property Maintenance, Inventories, Computer System Troubleshooting, as well as Central Supply Room Operations.

Library Services Assistant 2023 - 2025
Southwestern Institute of Business and Technology, Inc.

- Manage Book Inventory, Book Shelving, Opac Encoding, Book Accessioning, Borrowing and Returning of Books and Other Library Operations.

On the Job Trainee (General Ledger Tasks Department) 2024- 2025
All Transport Network, Inc.

- Managing Financial Transactions, Preparing financial statements, Conducting audits, Reconciling financial accounts, Ensuring adherence to financial regulations, Maintaining financial data and documentation, Preparing journal entries, Assisting in budget and forecast preparation and other General Ledger Transaction Operations.

TOOLS & PLATFORMS

- Microsoft 365 Office
- Google Workspace
- Canva
- Slack & Zoom
- Trello & Notion
- Zoho, Zendesk & Hubspot
- Basic Programming using HTML, CSS, PHP
- Troubleshooting & Networking

REFERENCES

Gerardo H. Miciano Jr.
Program Coordinator

Phone: 09912156098

Email: irard.miciano@gmail.com

Mely B. Roxas

Accounting Coordinator II (OJT Supervisor)

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Jennifer G. Manrique

Admin Staff

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