



KATHLEEN FAYE F. SUAREZ

CONTACT

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- [LinkedIn Profile](#)
- [Link to my Portfolio](#)

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
Southwestern Institute of Business and Technology, Inc. | 2021-2023 |
| <ul style="list-style-type: none">Manage Property Maintenance, Inventories, Computer System Troubleshooting, Email Handling, Appointment Setting, Calendar Management, Project Management, as well as Central Supply Room Operations. | |
| Library Services Assistant
Southwestern Institute of Business and Technology, Inc. | 2023 - 2025 |
| <ul style="list-style-type: none">Manage Book Inventory, Book Shelving, OPAC Encoding, Book Accessioning, Customer Service, Borrowing and Returning of Books and Other Library Operations. | |
| On the Job Trainee (General Ledger Tasks Department)
All Transport Network, Inc. | 2024- 2025 |
| <ul style="list-style-type: none">Manage Financial Transactions, Preparing financial statements, Conducting audits, Email Handling, 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, Asana & 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)
Phone: 09285241210
Email: roxas.mely@atn.com.ph

Jennifer G. Manrique
Admin Staff
Phone: 09487296141
Email: jennifermanrique268@gmail.com