

Justine Magdurulang

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Profile

Recent Business Administration – Finance graduate from Norquest College with a strong foundation in finance, statistics, and business management. Bringing leadership experience, analytical skills, and a commitment to contribute to organizational success. I am eager to apply my education and diverse work experience to support financial analysis, budgeting, and reporting in an entry-level finance or accounting role.

Education

Post Diploma, Business Administration – Finance
Norquest College — Edmonton, AB
August 2022 – April 2025

Bachelor of Science in Statistics
Rizal Technological University — Mandaluyong City, Philippines
Graduated Year 2014

Work Experiences

Front Cashier / Crew
Popeyes Louisiana Kitchen, Edmonton, AB
July 2023 – October 2023

- Delivered excellent customer service in a fast-paced environment
- Managed cash handling, balanced registers, and processed transactions accurately.
- Collaborated with team members to maintain operational efficiency.
- Scanning customer selections, ensuring that the prices and quantities are accurate and issuing receipts.

General Manager / Finance Manager
Sarmiento's Bakery, Pinamalayan, Philippines
September 2020 – July 2022

- Oversaw daily business operations, including financial management and budgeting.
- Managed accounts payable/receivable and maintained financial records.
- Led team hiring, training, and customer service excellence.
- Implemented financial controls and cost-saving measures.

Assistant Technician
Greatek Electronics Inc., Zhunan, Taiwan
July 2014 – July 2020

- Supported technical team with diagnostics and equipment maintenance.
- Managed documentation and reporting related to technical issues.

Customer Service Relations Officer / Insurance Agent
I-Insure Insurance Agency Corp., Pasay City, Philippines
June 2013 – June 2014

- Provided customer support and processed insurance applications.
- Developed client relationships and resolved issues efficiently.

Student Assistant
Rizal Technological University, Mandaluyong City, Philippines
May 2009 – May 2013

- Assisted faculty with administrative tasks and research projects.
- Support the department during school enrollment period.
- Clerical works with academic planning support for accreditation of the university.
- Making and arranging appointments, monitoring and re-stocking office supplies.
- Taking phone calls and transferring calls to Professors and other staff.
- Assisting students on their departmental concerns.

Relevant Skills

- ❖ Financial Analysis & Budgeting
- ❖ Accounting & Bookkeeping
- ❖ Microsoft Office (formulas, data analysis, table presentation)
- ❖ Financial Reporting
- ❖ Customer Service & Communication
- ❖ Time Management & Organization
- ❖ Problem Solving & Conflict Resolution
- ❖ Team Leadership & Collaboration
- ❖ Computer Literacy & Data Management

Certifications & Training

- ❖ Orientation Course for Child Care Staff (Level 1) – ongoing
- ❖ Various business and finance-related workshops during Norquest Diploma

References

Available upon request