

Judith Emnace-Bacus

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Professional Objective:

To share my knowledge, skills, and professional experiences, I am well organized, efficient, and work diligently to prove that I can be an asset to your company.

Summary of Qualification:

- Exceptional focus and follow-through abilities.
- Works with diverse individuals and personalities.
- Outstanding Gold Awardee in performance for a Barangay Treasurer
- Civil Service Commission Eligibility
- Knowledge on MS Word & Excel.
- Flexible, love to learn new things and fast learner

Worked Experiences:

Company : PJA CONSTRUCTION
Address : Caipilan Pob.1 Carcar City, Cebu
Job Description : Assistant Manager
Duration of work: Jan 3, 2022-May 15, 2023

Duties and Responsibilities:

- Assist the Management in hiring new employees and provide training schedules to the new and old
- Assist in planning, coordinating, and organizing specific projects from the design stage to the final construction stage based on the direction from General Manager
- Help and manage workforce allocation and mobilization on site
- Supervise employee's day-to-day task and provide customer support as needed

Company : Local Government Unit Barangay Valencia
Address : Valencia Carcar City, Cebu
Job Description : Barangay Treasurer
Duration of work: June 30, 2018, to April 30, 2022

Duties and Responsibilities:

- Keeps custody of barangay funds and properties
- Collect and issue receipts for taxes, fees, contributions, monies, materials, and all other resources accruing to the barangay and deposit the same in the account of the barangay
- Disburse funds
- Submit to the Punong Barangay a statement of actual income and expenditures of the barangay
- Certify as to the availability of funds
- Make a written report of all barangay funds and properties under custody
- Post itemized monthly revenues and expenditures of the barangay
- Plan and attend to the rural postal circuit
- Exercise other duties and functions as may be prescribed by law or ordinance
- Maintain permanent financial files and ensure their completeness

Company : **Local Government Unit Barangay Valencia**
Address : **Valencia Carcar City, Cebu**
Job Description : **Barangay Councilor**
Duration of work: May 25, 2007, to June 29, 2018

Duties and Responsibilities:

- Assist the barangay captain in the discharged of his duties and functions
- Act as peace officers in the maintenance of safety and public order
- Perform Functions and duties as the barangay captain delegate
- Provide livelihood projects to the constituents

Company : **Dumanjug Multi-Purpose Cooperative**
Address : **Poblacion Carcar City, Cebu**
Job Description : **Branch Supervisor**
Duration of work: 2004-2009

Duties and Responsibilities:

- Develop and implement the coop's administrative and account policies & procedures.
- Monitor and ensures the branch compliance with the rules & regulations of government regulatory
- Check the proper maintenance of the computerized books of accounts and manual records
- Review and approve all documents and reports prepared by the accounting clerks
- Review check and cash vouchers. Ensure that all payments are valid adequately supported and accurate

Company : **Carcar Multi-Purpose Cooperative**
Address : **Carcar Public Market, Carcar Cebu**
Job Description : **Account Officer**
Duration of work: 2000-2004

Duties and Responsibilities:

- Recording transactions, payment and expenses and processing invoices
- Maintaining financial records
- Handling accounts payable and receivable
- Processing and checking invoices

Seminars and trainings:

- Skills enhancement Seminar on Barangay Budget Execution
- Update on Supporting Documents of Barangay Disbursement
- Update on Barangay Check Disbursement Seminar-Workshop
- Seminar on Budget Operation Manual for Barangay and the Guidelines
- Barangay Financial Management

Educational background:

- Bachelor of Secondary Education (2000)
- Bachelor of Science in Forestry (2000)