



JENNESSA MAE G. MONTALBO

BACHELOR OF SECONDARY EDUCATION MAJOR IN MATHEMATICS

PROFESSIONAL PROFILE

I am a Secondary Education Graduate with proven work experience in Teaching, Editing, Admin Assistant and Office Staff, I am a Creative, sharp-minded person with leadership, mathematical skills, technical and organizational skills. Strong time-management skills and work ethic. Revenue- and results-driven. I am fast learner, self-motivated, reliable, responsible and hard working person.

WORK EXPERIENCE

Office Secretary - Alkifah Customs Clearance (July 2023 - PRESENT)

- Data entry for Import and Export shipments in customs system.
- Processing Bill of Entry for customs documentation
- Co-ordinate with shipping agents, transporters or customers for the needed documents, or as per the requirements and follow up them as needed.
- Assist the manager in daily tasks or what tasks he will give.
- Handle calls and emails.
- Photocopying, Scan and print documents needed.
- Involved in paying Vat, commercial invoice attestation, customs duties or fees
- Maintains a good filing system for import and export documents.
- Executing all Tasks as per requirement of the operations department.

Senior Office Staff - Laco's Place Trading

- Greeting and welcoming customers, providing assistance as needed
- Transaction Auditor and Transaction Record Officer
- Perform General Office Duties,
- Processing and monitors pawn transactions
- Managing incoming and outgoing pawn items and payments
- Organize Records-Creating and maintaining accurate and up-to-date pawn records
- Assisting in the sales process, including pricing and displaying items for sale
- Conducting inventory checks and reconciling inventory discrepancies
- Compute Financial Fees, Service Charges and Interest,
- Cashier - Monitors Incoming and Outgoing Cash,
- Format Pc and install software applications
- Doing Employees Attendance
- Assigned in Online Transactions
- Assisting with basic accounting tasks, such as tracking expenses and revenue
- Entering datas on computer.
- Providing administrative support to other staff members as needed
- Assisting with billing and invoicing as needed

Administrative Assistant

- Providing administrative support to a virtual assistant
- Managing and answering incoming and outgoing mail
- Monitors tasks and update it.
- Organize and manage calendar appointments and schedules
- Do the tasks of the virtual assistant's clients as needed.
- Organize files, documents, data and manage websites and social media accounts

CONTACT



+971559304755



jennesamontalbo@gmail.com



<https://www.facebook.com/jennesamae.montalbo>

SKILLS

- Strong organizational and time management skills
- Computer skills
(Hardware and Software)
- Pc formats
- Ability to work independently and as part of a team
- Verbal & Written Communication
- Fast Learner
- Technical Thinking
- Attention to detail and accuracy
- Proficient in Microsoft Office
- Familiarity with office equipment
(printers, scanners, copiers)
- Customer Service skills

LANGUAGE

- English
- Tagalog

NATIONALITY

- Filipino

EDUCATION

Private Tutor

Teaching Elementary Student on their lesson privately and Teaching them how to do their Homeworks and Activities.

Freelance Editor

Freelance Editor of Photo for a Resort Ads

On the Job Training

Pinagkawitan National High School

Trained on how to make a lesson plan, proper teaching methods, motivations, and guiding students on their lessons and also teaching highschool students about proper behavior and especially teaching them math subjects.

Don Leon Dolor Memorial School

Primary

2003-2009

Lipa City National High School

Secondary

2009-2013

Kolehiyo ng Lungsod ng Lipa

Bachelor of Secondary Education Major in Mathematics

Tertiary

2013-2017

VOCATIONAL

Lipa City Center for Training and Development

Computer Systems Servicing

FEB - APRIL 2019

WEBINARS AND TRAINING

Computer Networking Essential

Learn to Code: HTML for Beginners

Basic Computer Troubleshooting

Methods that Matter in Language and Literature

Classrooms

Webinar Training About Autodesk And Adobe Photoshop
For Beginners

Graphics Designs 101 & 102

Singapore Mathematics: A Visual Approach To Problem
Solving

Computer Systems Servicing NCII

ACHIEVEMENTS

Board Passer

Licensed Professional Teacher / LPT

National Certificate Level II Passer

Computer Systems Servicing

Performance Award