



*Honey Mae Lopez*

ADMINISTRATIVE  
ASSISTANT, CUSTOMER  
SERVICE REPRESENTATIVE,  
DATA ENTRY BOOKKEEPER,  
PAYROLL MASTER,  
PROPERTY MANAGEMENT.


## EDUCATION


BSA - ACCOUNTING, UNIVERSITY OF  
MINDANAO - Oct. 2000 - Oct. 2023


- BSBA - FINANCIAL MGT., DAVAO  
CENTRAL COLLEGE - June 2006 -  
March 2006

ASSOCIATE IN INFORMATION  
TECHNOLOGY - SOUTHEASTERN  
MINDANAO INST. OF TECH.  
June 2009 - April 2010

## CONTACT

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 Toril, Davao City

## REFERENCES:

CHARIE ESCOL

Team Manager - Alorica Davao  
+639 909 825 8683

ALVEIN SHEEN CATALAN

Team Manager - Concentrix Davao

## EMPLOYMENT HISTORY

### Property Management | Guest Messaging | Data Entry Bookkeeping

Stay Locations CAD  
April - August 2023

- Property Management
- Guest communication
- Manage Property Listing
- QBO Expenses
- Other administrative task
- Client's point of contact
- Organizing files and company's form

### Remote Accounting and Payroll Manager

December 2020 - February 2023  
Ettelligence Automation (E-commerce  
Company US based

- Preparing financial statements
- Examining and analyzing company's accounts
- Ensuring compliance with financial reporting and  
other
- standard procedure.
- Calculating Net Salaries and deductions
- Updating Payroll files
- Resolving payroll issues
- Payslip master
- Other administrative task
- Client's point of contact

## TEAM MANAGER

Alorica Davao , July 2017 - Dec. 2020

- Create an inspiring team environment with an open communication culture
- Set Clear team goals
- Delegate tasks
- Oversee day-to-day operation
- Monitor team performance and report on metrics
- Discover training needs and Coaching team members
- Motivate team members
- Listen to team members feedback and resolve any issue or conflicts

## CUSTOMER SERVICE REPRESENTATIVE

Teleperformance Davao, Jan. 2017 - June 2017

- Supports Customer by providing helpful information.
- answering questions, and responding to complaints.
- Front liner of support for clients and customers and they
- help ensure that customers are satisfied with products,
- service and features.