

Monette Mae R. Samson

PERSONAL PROFILE

Skilled Social Media Content Creator Virtual Assistant and fast video editor with 2+ years of experience, skilled in VLLLO and iMovie. Experienced as Senior Accountant with 4+ years of experience in data entry and general accounting procedures.

CONTACT INFORMATION

- 0977 621 8384
Bulihan Silang, Cavite 4118
- monettemrosas08@gmail.com

MY EXPERTISE

- Expert in photo/video editing applications
- Knowledgeable in Internet applications and MS office
- Exceptional skills with email support and data entry
- Enthusiast and has a genuine interest in any tasks

PERSONAL REFERENCE

John Ellwor Almendral, CPA
Finance Associate Manager at
Ayala Malls Pavilion
0908 815 8175

Maricel Atuel
Financial Reporting Assistant at
Abbott Laboratories
0995 084 3477

Anna Leigh Lacsamana
Branch Manager at
Executive Optical SM Molino
0947 427 8121

WORK EXPERIENCE

GENERALIST & SOCIAL MEDIA CONTENT CREATOR VIRTUAL ASSISTANT

March 2022 - present

- Worked as a Video Editor and Social Media Moderator with an Australian Marketing Coach
- Experienced as generalist, video editor and graphics designer with an US Nurse Practitioner client
- Worked with Ads and Web developer
- Vlogger and Social Media Content Creator for 2+ years

SENIOR ACCOUNTING STAFF

Meridienne Business Solutions Inc. (BPO Company under Villar Group of Companies) | September 2017 - March 2022

- Proficiency in SAP Accounting System
- Ensured proper GL coding of expense reports for accounts payables
- Ensured email support and data entry
- Worked closely in processing of agent's commission
- Coached and boarded numerous junior accountants

EDUCATIONAL HISTORY

University of Perpetual Help System Laguna, Biñan Campus

Bachelor of Science in Accountancy | SY. 2013 - 2017

San Roque Catholic School

High School Diploma | SY. 2009 - 2013

Alabang Elementary School

Primary School Graduate | SY. 2003 - 2009