

Valerie Aubrey Luna Beatriz

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B3L36, GMA Housing, Bagbag I, Rosario, Cavite 4106

FINANCIAL MANAGEMENT

Motivated and detail-oriented BSBA - Financial Management graduate actively seeking employment opportunities. Eager to apply theoretical knowledge in real-world financial operations and contribute to a dynamic team.

KEY COMPETENCIES

Proven administrative skills

Computer proficient

Process improvement

Report writing and presenting

Customer Service

Excellent communication skills

Strong interpersonal skills

Proactive and self-motivated

Exceptional organisational skills

PROFESSIONAL EXPERIENCE (5 YRS) & ACCOMPLISHMENTS

Hayakawa Electronics (Phils.) Corp.

Feb 2024 - May 2024

Finance Intern

Demonstrated outstanding performance during the internship and received a grade of 1.0. Developed organizational skills praised by her supervisors. Assisted in the creation of summary reports of cash advances, liquidations, etc. Prepared detailed reports to be used for the filing of employees' income tax returns and proficiently inputs data in BIR's AlphaList software.

San Sebastian College - Recoletos de Cavite

June 2019 - July 2024

READS Grantee (Administrative Assistant)

Offices Assigned:

- **Office of the School President**
- **Alumni Relations Office**
- **Accounting and Finance Department**

Showed exceptional performance and customer service evaluated and recognized by her Formator. Optimized office operations without or with minimal supervision. Developed new ways to solve problems and implemented a document tracking system using the cloud to increase efficiency. Gained proficiency in Canva, Google Suite and Microsoft Office. Successfully managed tasks from inception to completion. Built relationships with key stakeholders and lay administrators.

EDUCATION & CERTIFICATIONS

Bachelor of Business Administration

June 2024

Major in **Financial Management**

San Sebastian College - Recoletos de Cavite

Accountancy, Business, & Management

April 2019

Senior High School Strand

Bagbag National High School

Microsoft Certified Expert

Microsoft Corporation



PERSONAL ACHIEVEMENTS

Dean's Lister 1st Sem S.Y. 2020-2021

With Honors SHS 12 S.Y. 2018-2019

With Honors SHS 11 S.Y. 2017-2018

LEADERSHIP EXPERIENCE

Governor SHS - Sumpreme Student Govenment
S.Y. 2018-2019

REFERENCE **Mr. Glenn C. Tutor**

Formator at the Office of the School President | San Sebastian College - Recoletos de Cavite
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