

XAVIERY ALENE ARCENA

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Date of Birth: June 19, 1999

A fresh graduate looking for a stable job to help suffice my family's needs, as well as to support myself and build stability in terms of finances. I am easy to work with and get along with other people to achieve a common goal for progress. I am also goal-oriented and persevering enough to accomplish tasks. This will be a wonderful experience for me, and I am willing to learn and be trained if I must. To start my career, this will serve as my stepping stone to learning more about my skills and discovering abilities that I haven't explored.

EXPERIENCE

AUGUST 2019 – PRESENT

ESL ONLINE TEACHER, 51 TALK

1. Teaching Chinese students the English language
2. Training Chinese students for International English Language Testing System (IELTS)

MARCH 2022 – NOVEMBER 2022

CONTENT EXECUTIVE, TRIP 101

1. Optimizing older articles
2. Updating images and links
3. Creating process guides (on an as-needed basis)

AUGUST 2021 – OCTOBER 2021

INTERN, POWERLINE BUSINESS STRATEGIES & EFFICIENCIES SUPPORT SERVICES

1. Preparing a cash disbursement register in excel type
2. Preparing journal entries for other expenses not included in CDR
3. Determining the correct income
4. Preparing a worksheet

APRIL 2018 – JULY 2019

PAYROLL MASTER/OFFICE ASSISTANT, HERMINTAN CORPORATION

1. Preparing payroll
2. Managing employees' savings accounts
3. Writing purchase orders
4. Issuing petty cash vouchers and check receipts
5. Encoding invoices

EDUCATION

JULY 2022

BS IN MANAGEMENT ACCOUNTING, UNIVERSITY OF MINDANAO

The Bachelor of Science in Management Accounting is a four-year degree program that provides students with knowledge and skills in management. It includes discussions on the systems, procedures, and policies relevant to company management and decisions.

APRIL 2018

ACCOUNTANCY, BUSINESS AND MANAGEMENT, HOLY CROSS OF DAVAO COLLEGE

The Accountancy, Business and Management (ABM) strand focuses on the basic concepts of financial management, business management, corporate operations, and all things that are accounted for.

SKILLS

- Good interpersonal skills to effectively communicate with clients and staff
- Excellent verbal and written communication skills
- Detail-oriented with proven decision-making skills
- Utilization of Microsoft Office applications such as Word, Excel, and PowerPoint

CERTIFICATIONS

Teaching English to Speakers of Other Languages (TESOL)

Teaching English to Young Learners (TEYL)

WEBINARS

1. Sexual Harassment in the Workplace
2. Mental Health Awareness
3. 7 Habits of Highly Effective People
4. Moral Value of Honesty
5. Labor Law
6. Business Etiquette
7. Financial Literacy
8. TRAIN Law
9. Government Accounting of DBM
10. Insurance on Employees
11. Standards Amendments and Updates in the Accountancy Profession
12. Role of BSP in the Philippine Economy
13. Licenses and Local Revenue Codes