

KRISTINE F. LOPEZ

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OBJECTIVE

To obtain a full-time position as an Accountant.

EDUCATION

Lipa City Colleges, Lipa City, Batangas
Bachelor of Science in Accountancy
June 2010 – March 2014

Cuenca National High School, Bungahan, Cuenca, Batangas
June 2003 – March 2007

WORK EXPERIENCE

MyBusybee, Inc., Loyola Heights, Quezon City
October 2014 – to present

- Prepared financial statements for management's use
- Processed documents for government projects
- Coordinated with clients for verification of payments
- Supervised the accounts of existing clients.

On-the-Job Trainee, Pacencia B. Mendoza Auditing Firm, Lipa City, Batangas
March 2013 – April 2013

- Assisted in auditing of cash
- Reconciled bank details and reports

TRAININGS/SEMINARS ATTENDED

General Information Seminar, Social Security System, Vismin Function Room, SSS Main Office,
May 8, 2015

Systems Applications and Products in Data Processing (SAP) Training, Lipa City Colleges, February 2014 – March 2014

2013 Tax Campaign Kick-Off, Lipa City Youth and Cultural Center, Lipa City, March 6, 2013

Business and Economic Conference, Lipa City Colleges, Lipa City Colleges Gymnasium, Lipa City, December 14, 2012

RCJPIA Year End Convention, JPIA Lipa City Chapter, Lipa City Colleges, Lipa City, March 11, 2012

1st Accountancy Congress, Lipa City Youth and Cultural Center, Lipa City, August 27, 2011

SKILLS AND ABILITIES

- Accounting: Experienced in recording, analyzing and summarizing of details in line with accounting
- Computer: Experienced in MS Word, MS Excel, MS PowerPoint
- Language: Filipino and English

CHARACTER REFERENCES

Mr. Nilo M. Burgos

Dean of College of Business Education and Accountancy

Lipa Colleges

0918-9436-228

Mr. Rico Hernandez

Owner

MyBusybee, Inc.

0917-5266-000