

# MARIANNE CHRISTI C. ROSALES

Blk4, Lot 21, Villa Evita Subd., Upper Lipata,  
Minglanilla, Cebu, Philippines  
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**Objective:** To be able to apply my operations proficiencies, knowledge, and acquired skills while expanding work experiences and learnings.

## WORK EXPERIENCE

### **League One Finance & Leasing Corporation**

*G/F Harrison Place, Osmeña Blvd., Cebu City  
Cebu Branch Head*

*October 2019 – Present*

- Marketing/loan processing for clients who wish to apply for a loan for trucks/equipment
- Handles daily branch operations and preparation of various reports for the head office
- Handles collection of past due receivables
- In-charge of meetings with possible clients, dealers, and salesmen

### **League One Finance & Leasing Corporation**

*G/F Harrison Place, Osmeña Blvd., Cebu City  
Accounts Admin Staff*

*January 2017 – October 2019*

- Documentation of loan/leasing documents
- Handles cashiering function, insurance, credit/collateral document completion
- Auditing of accounts (credit/collateral) to ensure completion of documents
- Handles bank deposits and preparation of documents for ROD/LTO
- Assists the branch head and handles any request made by the BH or the HO
- Checked accounts accuracy and completeness of documents

### **Orix Metro Leasing & Finance Corporation**

*4/F Metrobank Plaza, Osmeña Blvd., Cebu City  
Sales Admin Staff*

*August 2011 – January 2017*

- Documentation of loan/leasing documents
- Ensures completion of loan/leasing documents
- Auditing of accounts (credit/collateral)
- Preparation of documents for ROD/LTO processing
- Assists other branches by training newly hired sales admin staff
- Pre-auditing of other branches' credit/collateral documents
- Checked accounts accuracy, completeness of documents, and compliance of audit findings

**Qualfon Philippines, Inc.**

Qualfon-Skyrise 3 Bldg. Asiatown IT Park Lahug, Cebu City, Cebu

Customer Service Representative

October 2009 – October 2010

March 2011 – August 2011

- Assists customers in technical concerns and requests
  - Handles supervisory calls – whenever customer requests for a supervisor
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**SKILLS**

- Multi-tasking and time management
  - Can work under pressure and speed with accuracy
  - Can handle training of newly hired staff
  - Typing (more than 50 WPM)
  - Computer literate – basic functions
  - Microsoft Office – Word, Power Point, Excel, Desktop Publisher
  - Adobe Photoshop & PageMaker
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**PERSONAL INFORMATION**

Age	30
Birthday	August 6, 1990
Birthplace	Cebu City
Gender	Female
Height	5'4"
Weight	154 lbs.
Civil Status	Married
Religion	Roman Catholic
Citizenship	Filipino
Languages/Dialects	English, Tagalog, Cebuano
Persons to contact in case of emergency	Manuelito Alvin L. Rosales (Husband) Blk4, Lot 21, Villa Evita Subd., Upper Lipata, Minglanilla +63-917-702-1709

## **EDUCATIONAL BACKGROUND**

College	University of San Carlos – Main Campus P. del Rosario St., Cebu City Bachelor of Science in Management Accountancy 2007-2011
Secondary	Minglanilla National Science High School Ward 1, Poblacion, Minglanilla, Cebu 2003-2007
Elementary	Mary Help of Christians School (MHCS) Km. 17 Tunghaan, Minglanilla, Cebu 2001-2003
	Andres Soriano Memorial College – De La Salle DAS Lutopan, Toledo City, Cebu 1995-2003

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## **REFERENCES**

### **Cristina S. Gambe**

Area Accountant  
Orix Metro Leasing & Finance Corp.  
+63-977-813-2998

### **Gia Eve R. Pielago**

Team Leader  
WIPRO Philippines  
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### **Jezel Jul S. Taneo**

Finance  
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