

# JEANNE MARIE B. VICENTE, CPA, CMA

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A solutions-focused and detail-driven professional. Solid background in accounting and auditing. Thorough and adept at implementing an objective and analytical approach to external auditing procedures. Exceptional work ethic and team player attitude.

## OBJECTIVE

To attain a position in a respected company that would utilize my auditing and accounting background and would help me gain experience to further my interest in the business field

## WORK EXPERIENCE

### Senior Assurance Associate, SyCip Gorres Velayo, & Co., Makati City, Philippines

September 9, 2020 – June 18, 2021

- Fieldwork leader who handles multiple engagements as a detailed reviewer and oversees the progress of the audit from planning to conclusion
- Participates directly in the planning and strategy phase of the engagement, in order to properly identify high risk areas and plan the appropriate audit response for each area
- Performs a detailed review of the audit work, including all of the working papers performed by other members of the audit team under my direction
- Guides the associates in the proper execution of audit procedures for various financial statement accounts
- Participates directly in the performance of audit procedures of areas with high risk and sensitive audit areas
- Assisting the manager in the review of work papers and deliverables
- Reports directly to the engagement manager and partner

### Assurance Associate, SyCip Gorres Velayo, & Co., Makati City, Philippines

November 26, 2018 – September 8, 2020

- Performed audit procedures on assigned clients. Audit procedures are performed on balance sheet and income statement accounts, some of which are the following:
  - Balance Sheet accounts
    - Cash
    - Receivables
    - Inventories
    - Property, plant, and equipment
    - Payables
    - Retirement liability
    - Equity
  - Income Statement accounts
    - Revenues, including cost of services/sales
    - General and administrative expenses
    - Other income/expenses
- Presents the results of the audit procedures to the senior associate and engagement manager
- Detailed fieldwork

**Intern, P&A Grant Thornton, Makati City, Philippines**

June 27 – July 24 2017

- Performed work assignments at Advisory Services, Tax, BPS/Outsourcing, and Audit Division
- Assisted in fieldworks and in preparation of audit working papers
- Prepared protest letter

## **LICENSES AND CERTIFICATIONS**

### **Certified Management Accountant**

Issued by the Institute of Management Accountants (IMA) on January 2021

### **Certified Public Accountant**

Issued by the Philippine Professional Regulation Commission (PRC) on October 2018

## **EDUCATIONAL BACKGROUND**

**University of Santo Tomas, Espana, Manila, Philippines**

Bachelor of Science in Accountancy

AMV – College of Accountancy

June 2013 – May 2018

*Cum Laude*

## **SKILLS**

- Solution-oriented
- Exceptional listener who understands instructions and information effectively
- Proficient in Microsoft Office
- Microsoft Excel skilled user
- Highly analytical
- Flexible to changing environments; Maintains effective performance under pressure
- Ability to build strong relationships; Capable of working with teams
- Imbued with work ethics
- Good soft skills

## **AWARDS AND RECOGNITIONS**

**Best Paper – Student Category**, PICPA National Committee on Accountancy Research, PICPA Building, 24 Feb 2018

**Best Thesis Paper**, UST AMV College of Accountancy, Manila, September 2017

## **CHARACTER REFERENCES**

**Ms. Christine Joanne S. Fernandez**

*Manager, Corporate Internal Audit*

JG Summit Holdings, Inc.

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**Mr. Marco Rene Barredo**

*Senior Director*

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