



Marjorie D. Orpiano

148 P. Dela Cruz St. San Bartolome Novaliches, Quezon City

09272633399

marjoriedeguzmanorpiano@gmail.com

Objective:

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Education:

2011-2015 ***Colegio de San Lorenzo*** Quezon City ***Bachelor of Science in Business Administration major in Financial Management***

2010-2011 ***College of St. Catherine*** Quezon City

2007-2010 ***San Bartolome Highschool School*** Quezon City

2001-2007 ***Grace Hope Learning School*** Quezon City

Work Experience:

Event Coordinator

Lia Weddings and Celebrations 2016 up to present (Part time Job)

- Assist the client on the whole preparation of their event.
- Help the customer on guest management.

Assistant Financial Analyst

Rex Book Store Inc. August 2015 - February 2016

- Giving BRF no.
- Answer phone calls.
- Consolidating files from Senior Accountants.
- Filing documents.

Accounts Payable Analyst

Rex Printing Company Inc. March 2017 up to present

- Checking and Analyzing Sales Invoices (if valid ATP) and other attachments.
- Vouchers Processing.
- Photocopy attachments (bulk).
- Filing triplicate copies of vouchers for documentation.
- Prepare monthly summary of Tax Schedule (Expanded w/holding Tax) for BIR remittances.
- Prepare Form 2307 for Suppliers..
- Answer phone calls.

Seminars:

Internship Program

United Coconut Planters Bank - April to May 2014

BPI Financial Wellness Plan

Colegio de San Lorenzo - Feb 10,2015

MS Excel Training

Rex Book Store Inc.- June 30,2017

TRAIN: Withholding Tax System using New Withholding Tax Table

The Century park Hotel - Feb 10,2018

Skills:

Computer Literate.

Self motivated.

Personal Information:

CIVIL STATUS : MARRIED

SEX : FEMALE

BIRTHDAY : DECEMBER 16, 1994

NATIONALITY : FILIPINO

RELIGION : CATHOLIC

HEIGHT : 5'2"

WEIGHT : 85 KG

Character References:

Melissa Catherina Manalac-Del Castillo
Proprietor of Lia Weddings and Celebrations
West Avenue, Quezon City
09175361783

Angelika Dorilag-Martin
Inventory team Leader
Rex Book Store Inc.
09771459963

Jana Aileen Bautista-Santiago
Former Senior Accountant
Rex Book Store Inc.
09171700084

**Marjorie D. Orpiano
Applicant**