



## **Marjorie D. Orpiano**

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

09684241833

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**