DIVINE GRACE N. LUCERO

Phase 1D Blk18 Lot97 Kasiglahan Village
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CAREER OBJECTIVE

To work in an organization to fully utilize my acquired knowledge and skills while making a significant contribution to the company

CARREER SUMMARY

Self-motivated, multi-tasking, Worked with different educational Institutions for 16 years, and obtained expertise in school function as a School Registrar and School Operations that enable my strong organizational and analytical skills and demonstrated ability to lead initiatives.

PROFESSIONAL EXPERIENCE

COLLEGE REGISTRAR OFFICER
CIIT College of Arts and Technology
January 2021 – Present

- Prepare documents and application/retrieval of S.O. number, CAV and other credentials needed by graduating students
- Assist in the enlistment and enrollment process every trimester
- Assist new students in updatinq their profile/ Information in Edusuite
- Ensure completeness of records of students to attain and/or maintain zero backlog
- Manaqe the 201 files of the students.
- Verify student documents and requests for Good Moral Character, Transfer Credentials, Certificate of Completion, etc.
- Send document requests to schools of new students.
- Create documents requested by students and other schools and ensure timely release

ADMIN & FINANCE OFFICER
Professional Academy for Culinary Education, Antipolo City
June 2012 – December 2020

- Assist with preparation of the budget
- Prepare and reconcile bank statements
- Establish and maintain supplier accounts
- Maintain the purchase order system
- Prepare checks for all accounts payables
- Ensure transactions are properly recorded and entered into books
- Reconcile the accounts payables, receivables and weekly deposits

- Prepare weekly and monthly reports of Student collection and disbursement.
- Maintain employment agreements
- Verify and report on employees benefits & mandatory payments
- Maintain the leave management system
- Prepare payroll reports
- Manage the filing, storage and security of documents
- Process and maintain company permit and licenses

OPERATIONS OFFICER
Canadian Tourism and Hospitality Institute, Mandaluyong City
January 3, 2011 to June 2012

- Responsible for student records from admission to graduation
- Coordinating with key government agencies, such as TESDA in developing competencies and regulations.
- Coordinate with Faculty and prepare class schedules
- Handles payment transaction of all students
- Prepare students' statement of account
- Prepare daily, weekly & monthly collection report

SCHOOL REGISTRAR
Asian College of Science and Technology, Caloocan City
June 10, 2009 – October 8, 2011

- Implements all policies and procedures, rules and regulations of the Registrar's office from enrollment and registration procedures to graduation and separation
- Examines admission credentials of incoming students and transferees for admission, evaluates, re-admission and graduation as the case be; files, maintains, evaluated and updates students' records.
- Plan and prepares for subject offerings
- Arrange, verifies and update list of new and old students for all purpose including application for Special Order and other documents as required by CHED and TESDA; receives and files directives and orders from CHED and TESDA; attends CHED and TESDA seminars and conference
- Process, prepare Transcript of Records (TOR), Enrollment List, Certification, Recommendation and other pertinent documents.
- Ensure that all records are properly compiled and in order

SCHOOL REGISTRAR
Montessori Professional College, Caloocan City
September 2004 – April 2009

- Assist students from enrollment, graduation and deployment
- Evaluate graduating students
- Prepare class schedule & faculty loading every semester.
- Represents school in TESDA and CHED meeting s.
- Update Students' Records such as Profiles, Grades and Accounts
- Prepare Report for TESDA/CHED
    - Enrollment Report
    - Terminal Report
    - TESDA Scholar Report
    - Special Order
    - Application for CAV
- Gives Training and Orientation for the newly hired Registrars to be assigned in different branches
- Conduct ocular visit and audit to the branches

COLLECTION STAFF
Philam Saving Bank, Makati City
March – September '2004

- Handles loan account for collection
- Update clients' records and payment.

CALL CENTER AGENT
Positive Response Vision Inc. (Value Vision), Makati City
July – December '2003

- Receive orders from new and old clients of Home TV Shopping
- Update clients' new product and promos through telemarketing.

LEGAL ACCOUNT EXECUTIVE
Cases Collection Management Inc., Makati City
June '2001 – July '2003

- Handles past due account of HSBC, Citibank and Standard Chartered Bank for collection.
- Monitoring of cardholders past due accounts.
- Send appropriate demand letters.
- Prepare monthly status report individual accounts.

PRACTICUMER
COCA-COLA BOTTLERS PHILIPPINES INC., Makati City

- Attend phone inquiries and follow-ups of sponsorship and proposals.
- Filing of documents.

EDUCATIONAL BACKGROUND

MASTER IN BUSINESS ADMINISTRATION
UNIVERSITY OF RIZAL SYSTEM – RODRIGUEZ
August 2020 – Present
Finished : 42 Units
Remaining : 6 Units (Thesis Writing)

WEB STUDIO PROGRAM – ADOBE PHOTOSHOP
INFORMATICS COMPUTER INSTITUTE
April – May 2013

AB COMMUNICATION ARTS
PHILIPPINE WOMEN'S UNIVERSITY
March '2001

PERSONAL BACKGROUND

Age	:	41	Nationality	:	Filipino/Philippines
Date of Birth	:	November 9, 1980	Height	:	5'2"
Birth Place	:	Makati City, Philippines	Language Spoken	:	English, Filipino
Civil Status	:	Married / Separates	No. of Dependent	:	1

CHARACTER REFERENCES

Mr. Mark Anthony C. Catarroja
School Administrator
Professional Academy for Culinary Education
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