

NOVIE GACAYAN CORTEZ

**Address: 5009 Banahaw St. Olympia Village
Makati City, Philippines 1207**

**Contact #: 09266129665
E- mail Add.: novie.cortez1128@gmail.com**



- CAREER OBJECTIVES:**
1. To work in a reputable institution or company that offers opportunities for career growth
 2. To perform well, to develop personal growth and to contribute to the company I am working with

PROFILE/ QUALIFICATIONS: I am attentive to quality and details. I am very much willing to undergo and learn new things through seminars, trainings and similar activities. I can work well individually or in a team.

- WORK EXPERIENCES:**
1. Team Head (December 18,2020 –Present)
 2. Senior Accounts Specialist (August 16,2019- December 17,2020)
 3. Senior Computer Operator III (March 1- August 15, 2019)
 4. Registered Representative- Riversource Life Insurance (November 2016- November 2018)
 5. Internal Accountant - Joy Pop Corporation (February 2015- April 2016)

- CERTIFICATION/LICENSES:**
1. CERTIFIED PUBLIC ACCOUNTANT- PHILIPPINES
 2. CIVIL SERVICE PROFESSIONAL EXAM PASSER 2016

EDUCATIONAL ATTAINMENT:

TERTIARY: Saint Louis University

School of Accountancy and Business Management

B.S. in Accountancy

A. Y. 2010- 2016

Saint Louis University

School of Accountancy and Business Management

B.S. in Management Accounting

A. Y. 2010- 2015

SECONDARY:

Tabuk National High School

Tabuk, Kalinga

A.Y. 2006- 2010

PRIMARY:

Tabuk Central School

Tabuk, Kalinga

A.Y. 2000- 2006

AFFILIATIONS:

Green Core Society

Member

Junior Philippine Institute of Accountants

Member (SLU Chapter, Regional Chapter, National Chapter)

Society of Integrated Commercians for Academic Progress

Member

SKILLS

- Computer literate, knows how to use programs under Microsoft Office
- Good written and oral language skill
- Can act as a team player
- Can easily adjust with the environment
- Flexible, patient, and hardworking
- Trustworthy and Efficient

PERSONAL:

Age : 27 years old
Date of Birth : November 28, 1993
Place of Birth : Tabuk City, Kalinga
Sex : Female

Citizenship : Filipino
Civil Status : Single
Father's Name : Eduardo L. Cortez
Occupation : Self- employed
Mother's Name : Francisca G. Cortez
Occupation : Self-employed
Religion : Iglesia Ni Cristo
Language Spoken : English, Filipino and Ilocano

REFERENCES:

Frajonalyn O. Leon, CPA

Accountant I
Makati City
09275318747

Bryan C. Luardo, CPA

Unit Head
Development Bank of the Philippines
Makati City
09178612310

Maritess P. Manuel, CPA

Development Bank of the Philippines
Makati City
09158605376

I hereby certify that the above information are true and correct to the best of my knowledge and belief.

NOVIE GACAYAN CORTEZ

Applicant