

INIT, JERLIE R.

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PROFESSIONAL QUALIFICATION:

More than a year experience as Finance Assistant in credit and collection. Six (6) years of administrative background. With experience as Soft Count Clerk and Cage Cashier in Bloomberry Resorts and Hotels Inc.

Official Correspondence

Administrative/Organizing

Documentation

General Accounting

Data Encoding/Processing

Customer Service

- Possesses excellent communication and Interpersonal skills.
- Skilled in Microsoft Application.
- Have an effective time and task management skills.
- Capable to multi-task, adapt and improve.
- Have a good command in both spoken and written English.
- Success and results driven.

CAREER OBJECTIVE:

To work in a challenging environment wherein I can use my professional skills and business efficiencies, to grow and to contribute in the most effective manner by being a key and an effective team player with unlimited loyalty and commitment.

WORK EXPERIENCE:

Cashier, Cage & Count Operations

August 1, 2021 – Present

Solaire Resort and Casino

Bloomberry Resorts and Hotels Inc.

1 Aseana Avenue, Entertainment City Tambo, Parañaque City, Philippines

Job Description:

- As Soft Count Personnel – responsible for counting and balancing all currency received from table game drop boxes, bill validators and kiosks.
- Assist in daily count reports, minor repairs, and maintenance of soft count equipment.
- Responsible for emptying monies from slot machines.
- Assist the kiosk team as required.
- Work directly with Surveillance and Security to ensure the protection of Casino revenue.
- Maintain the general cleanliness of the soft count room.
- As Cage Cashier – handles financial transactions including exchanging cash for casino chip/plaque.
- Ensure that cash drawer is always balanced. Keeps and updates an accurate report of the cash, chips, and commodities received and distributed.

- Verifies identification of customers and complete transactions throughout the shift.
- Prepare and distribute float bags to non-gaming operations.
- Operates credit card processing equipment, bank notes and wrapping machines, and other cashier equipment.
- Performs another related duty as assigned.

Cage and Count Executive Assistant

April 20, 2015 – July 31, 2021

Solaire Resort and Casino

Bloomberry Resorts and Hotels Inc.

1 Aseana Avenue, Entertainment City Tambo, Parañaque City, Philippines

Job Description:

- Assist Vice President of Cage & Count department with the associated administrative duties.
- Planning and scheduling meetings and appointments for management.
- Perform HR duties as assigned.
- Monitor deviation and acts as a key stakeholder with the filling and safekeeping of the team member files.
- Manage time and attendance record of the team members.
- Gather information and document for a specific task required by the management.
- Point of contact for suppliers, contractors, departments, and offices on any administrative related concerns.
- Review Procurement agreements and maintain open line communication with the suppliers.
- Up to date data entry and filling of general departmental documents.
- Training, seminar, and events coordinator.
- Equipment's maintenance and contract controller.
- Assist in record keeping of operating expenses and storage/stationary inventory levels.
- Support in the preparation of correspondences and transmittals.
- Assist in handling all administrative functions of the department.

Finance Administrative Assistant

June 3, 2013 – January 12, 2015

Diebold Philippines Incorporated

33F Rufino Pacific Tower, Ayala Avenue Makati City, Philippines

Job Description:

- Credit and Collection – Monitoring an assigned account portfolio with respect outstanding balances and being responsible of reaching out to customers.
- Plan Events – scheduling events, seeking for the venues and proposed a budget plan.
- Communicating Internal and External Personnel – Arrange agendas and make arrangements for committee, board and special meetings.
- Clerical works – Maintaining office files and records.

EDUCATIONAL BACKGROUND

Bachelor of Science in Business Administration

Major in Human Resource Management

June 2009 – April 2013

Polytechnic University of the Philippines, Maragondon Cavite

PERSONAL INFORMATION:

Birth date: January 5, 1993

Birth Place: Bagumbayan, Taguig City

Age: 29 years old

Religion: Catholic

Height: 5'3

Weight: 115 lbs.
Civil Status: Single

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

Jerlie R. Init