



Janice B. Gutong
Loans Bookkeeper /
Administrative Staff

Contact

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Skills

Office procedures

Clerical support

Records management

Data processing

Excel

Paperwork drafting

Payroll and budgeting

Scheduling

Recordkeeping

Credit and collections

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Work History

2017/12 –
Current

Administrative Staff Member

Pangasinan Provincial Hospital, San Carlos City

- Edited documents to improve accuracy of language, flow and readability.
- Completed forms, reports, logs and records to quickly handle all documentation for human resources.
- Manage filing system, entered data and completed other clerical task.
- Volunteered to help with special projects of varying degrees of complexity.
- Identified and recommended changes to existing processes to improved accuracy, efficiency, and quality service.

2004/01 –
2015/11

Loans Bookkeeper

Rural Bank of Calasiao

- Used critical thinking to break down problems, evaluate Solutions and make decisions.
- Strengthened Communication skills thru regular interactions with others.
- Completed paperwork, recognizing discrepancies and promptly addressing for resolution.
- Skilled at working independently and collaboratively in a team environment.
- Worked flexible hours across night, weekend and holiday shift.
- Delivered services to customer locations with specific timeframes.
- Learned and adopted quickly to new technology and software applications.
- Assisted with day-to-day operations, working efficiently and productively with all team members.