

PAULINE REGINE R. CACAY
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SEMINARS/ TRAINING ATTENDED:

- Students Today, Businessman Tomorrow
La Salette of Roxas College Inc.,
August 28, 2014
- First Regional Achievers Power Conference of Hotel, Restaurants, and Management, Business Administration, and Entrepreneurship Students. "Young Minds, Big Dreams".
Isabela State University Cauayan
September 24, 2017
- Caregiving Course (6 months)
Chronicles Institute of Isabela
June 2023- March 2024

Qualifications

Human Resource Management

- Conducted research and suggested system revisions for company management
- Revised and updated company branch rules and policies
- Hired and trained new employees and staff members
- Handled conflict management within the company branch

Social Media Management

- Provided client support for multiple Facebook pages of the company
- Posting marketing advertisements and promos of the company

Communication and Client Support

- Served as company liaison between the company and potential clients.
- Handling company complaints and queries of clients.

Accounting/Finance

- Prepares Financial Statements
- Updating Inventories
- Recording daily transactions of Business.
- In charge of preparing monthly reports like Monthly Data Sheets, Voucher Recap, Working Fund Summary, Employee payroll, and Disbursement vouchers recap.

Caregiving/Personal Service Worker

- Taking Vital Signs
- Administer Medications
- Prepare Osterized Feeding/NGT Feeding.
- Elderly and Infant Bathing
- Changing Linens
- Monitor I &O

Skills

- Microsoft Office Word
- Microsoft Excel
- Microsoft PowerPoint

Work Experience

ADMINISTRATIVE ASSISTANT/ACCOUNTING CLERK

- Prepares vouchers and JEV.
- In- charge of preparing payroll of employees.
- Monthly inventories of supplies.
- Monitoring of vouchers and purchases.
- Updating employees' leave credits.
- Preparing monthly reports like Voucher Recap, Working Fund Summary, Cashier Summary Collection, and Replenishment of petty cash vouchers.
- E-mail management
- Manages FB Page.

DATA ENUMERATOR

Philippine Statistics Authority

- Gathered data needed by the company
- Summarized data gathered
- Conducted surveys

FIELD SECRETARY

La Suerte Ricemill Corporation
San Manuel, Isabela

- Responsible for doing daily inventory
- Preparing daily salary of some employees
- Checking availability of products
- Summarizing daily reports of production
- Checking the quality of product from time to time.

BRANCH OFFICER

World of Fun
Roxas, Isabela

- Hiring new employees
- Filing documents
- Daily inventory
- Responsible for preparing salary of employees
- Conducting meetings
- Handling customer complaints
- Random checking of machinery
- Preparing daily income report

BRANCH SECRETARY

ALLPRINT PRINTING SERVICES

Roxas, Isabela

- Bookkeeping
- Customer service representative
- Doing monthly sales and income report
- Responsible for summarizing employees' salaries
- Making different layouts and designs for invitations and tarpaulins
- Answering customer's queries

WORK EXPOSURE

Student Admin

March 2015- May 2015

University of La Salette

- Prepared syllabi for the coming sy
- Data entry
- Filing documents

On-the-Job Training

February 19- March 19,2024

Isabela Doctors General Hospital
Ilagan, Isabela, Philippines

- Taking Vital Signs
- Triage at Emergency Room
- Provide Care to the patients in ICU
- Checking Blood Glucose Test
- Changing Linen
- Elderly Bathing
- NGT Feeding
- Monitor Intake and Output of Patients
- Removing Catheter
- CPR

Treasury Department
Roxas Municipal Hall

November 2016- April 2017

- Data entry
- Filing documents
- Assisting clients
- Organizing cheques

EDUCATIONAL BACKGROUND:

Tertiary

La Salette of Roxas College
Vira, Roxas, Isabela
Bachelor of Science in Business Administration
Major in Marketing Management

Secondary

Callang National High School
District # 3, San Manuel, Isabela

Primary

Nueva Era Elementary School
Nueva Era, San Manuel, Isabela