



## LARA JEAN T. DASIGAN

📍 006 San Lorenzo St. Magnesia del Sur, Virac Catanduanes

✉️ dasiganlars31@gmail.com

☎️ +639305911793

### ELIGIBILITY

- Civil Service Professional Passer June 2022
- Certified Chartered Financial Management Analyst September 2022

### SKILLS

- Basic knowledge in Microsoft Word, Excel and PowerPoint.
- Ability to work under pressure
- Time management
- Problem-solving skills

### CHARACTER REFERENCE

- DONNAVIE T. DASIGAN  
SENIOR OSP ENGINEER -  
09569338819
- DANILO T. DASIGAN JR.  
CIVIL /SITE ENGINEER - CONSULTANT  
09706340576
- CAROL A. SARMIENTO  
09203703781

### OBJECTIVES

- To secure a responsible career opportunity that will allow me to make the most of my learnings, knowledge, and skills while significantly contributing to the company's success.
- I want to succeed in a stimulating and challenging environment that will provide me with advancement opportunities.

### WORK EXPERIENCE

#### DOCUMENTS CONTROLLER

TSQ DRAFTINGS SERVICES

FEB 2022 - 2023

- Assist and prepare the documents for both acceptance and billing.
- Day to day communication with the client with regards the documents and sites work.
- Management of people in accomplishing site work that is related to completing the documents.

### EDUCATION

#### BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT

Catanduanes State University

2018-2022

#### HIGH SCHOOL GRADUATE

Catanduanes State University- Laboratory School

2016-2018

#### ELEMENTARY GRADUATE

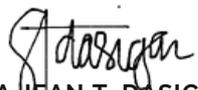
Magnesia Elementary School

2007-2012

### TRAININGS AND SEMINAR

- Junior Finance Executives - Catanduanes State University Chapter President 2018-2019 President
- International Marketing Group - Personal Money Management and Investment Strategies Year 2020 at The World Centre Building, Makati City
- National Finance Summit 2020: Financial Risk Awareness at One Esplanade, Pasay City
- Finance Leaders' Conference: Breakthrough Leadership in Finance Year 2021
- Financial Literacy Caravan: Finance 4.0: Heading into a Crypto Future February 22, 2022
- Accounting Certification and Training Institute, Inc. - Chartered Financial Management Analyst September 10, 2022

I hereby declare that the above mentioned information is correct to the best of my knowledge.

  
LARA JEAN T. DASIGAN