

**SHERYL PACPACO RABILAS**  
Brgy. Tamorong, Sta. Catalina, Ilocos Sur  
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**PERSONAL BACKGROUND:**

Nickname : Sheng  
Gender : Female  
Date of Birth : October 01, 1979  
Age : 44  
Place of Birth : Vigan, Ilocos Sur  
Religion : Roman Catholic  
Civil Status : Married  
Name of Spouse : Federico R. Rabilas Jr.

**EDUCATIONAL BACKGROUND:**

**\*TERTIARY LEVEL**

Course/Degree : Bachelor of Science in Business Administration  
Major in Management Accounting  
School Attended : University of Northern Philippines  
Address : Vigan City, Ilocos Sur  
School Year : 1997-2001

**\*SECONDARY LEVEL**

School Attended : Ilocos Sur National High School  
Address : Vigan City, Ilocos Sur  
School Year : 1994-1997

**\*ELEMENTARY LEVEL**

School Attended : Bantay West Central School  
Address : Bantay, Ilocos Sur  
School Year : 1987-1994

## **WORK EXPERIENCE/S:**

### **Nueva Segovia Consortium of Cooperatives**

Branch Manager

2001-2014

**Job Description:** responsible in overseeing the overall operations of the branch, coordinate with the CEO in dealing with difficult/sensitive situations. To ensure the accurate reporting of the financial statements in a monthly basis.

### **BCS Realty Holdings and Development Corporation**

Executive Assistant to the CEO/Admin Officer

2014- June 2023

**Job Description ( Executive Assistant to the Chief Executive Officer/President:** Reporting directly to the President/ CEO, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the Chief Executive Officer. The Executive Assistant also serves as a liaison to the board of directors and senior management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special projects.

**Job Description ( Administrator- BCS Leasing Group):** responsible for all aspects of property operations, including tenant relations marketing, revenue collections, budgeting, monthly reporting and overall planning to ensure the asset is managed to meet client service deliverables. It also includes supervising and providing direction to the building services staff to ensure the appearance of the exterior and interior, common areas of the complexes are at the highest standard at all times and that tenant requests and event activities are coordinated, in accordance with company and the tenant's goals and objectives. The Administrative Officer works independently and has the proven ability to deal with difficult/sensitive situations.

### **ERR Bookkeeping and Accounting Services**

Manager

July 1, 2023-Present

**Job Description:** responsible in overseeing overall operations of the company especially meeting with clients to deliver satisfaction. It also includes managing staff to ensure that all activities shall be always taken into action in a highest standard.

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

**SHERYL P. RABILAS**  
**Applicant**

