



MARIA TERESA OBRERO

EDUCATIONAL ATTAINMENT

B.S. Business Administration
Major in Financial Management
Far Eastern University, Diliman, Quezon City
Date Graduated: May 2017

WORK EXPERIENCE

BPO - Customer Support:

IBEX Global Solutions Philippines
Customer Support Representative – Digital Chat
August 2023 -Present (Seasonal Account)

Admin and Accounting:

Obrero's Gardening, Inc. (Rodriguez, Rizal)
Administrative Staff (2020-2022)

- Payroll Management
- Performance Monitoring
- Correspondence
- Project Proposal and Employment Contract
- Document Processing

Raylihsan Plant and Garden Accessories
Data Entry Encoder (2018 – 2020)

- Manual Bookkeeping
- Accounts Payable and Accounts Receivables
- Inventory Management
- Record Keeping
- Product Listing

UMMAH Magazine (for Malaysian-Muslim Publisher)
Project -Based (2016-2017)

- Feature/Article Writing
- Magazine Design Assistant

+639477564963

mariateresarobrero@gmail.com

ACHIEVEMENTS

- Dean's Lister FEU S.Y. 2013 - 2014
- Dean's Lister FEU S.Y. 2014 - 2015
- Dean's Lister FEU S.Y. 2016 - 2017

HARD SKILLS

- Bookkeeping
- Quickbooks
- Google Sheet, Excel, PowerPoint, Publisher
- Data Entry
- Online Research
- Closed Captioning
- Transcription
- Proofreading
- Product Listing

SOFT SKILLS

- Industrious, loyal, and resilient
- Resourceful and independent
- Trainable and open to constructive criticism
- Responsible with a proactive initiative

CERTIFICATE OF COMPLETION



**FREELANCE
ACADEMY**

VIRTUAL ASSISTANT TRAINING

THIS CERTIFICATE IS GIVEN TO:

SEC NO.:20222070060264-13

Maria Teresa R. Obens

for successfully completing the 15-hour Quickbooks Online Advance Training which includes Fundamentals of Bookkeeping, Preparation of Chart Accounts, Bank Reconciliation, Quickbooks Online Functions, and Creation of Invoice, Bills, Sales Order.

GIVEN THIS 26th OF MAY 2023

ANA MORGAN

Freelance Academy Founder

MARADEANE ARNOCO

Quickbooks Online Advance Training Coach