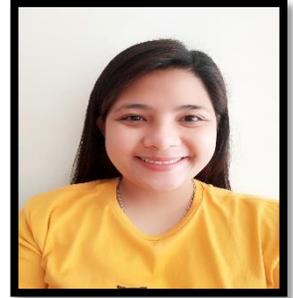


Ellysa A. Camacho

#BLOCK 4 LOT 28 LOPEZ COMPOUND LAS PIÑAS CITY

09564232890

Email: lysacamacho11@gmail.com



OBJECTIVE:

To seek a responsible and challenging position in the organization where My knowledge and experience can be shared and enriched which provides me job satisfaction self-development and help me to achieve personal as well as organization goal.

PERSONAL DATA

Age	:	28 years Old
Date of Birth	:	September 21, 1995
Citizenship	:	Filipino
Weight	:	60 kg.
Height	:	5'2
Gender	:	Female
Civil Status	:	Single
Religion	:	Roman Catholic

EDUCATIONAL ATTAINMENT

Tertiary	Bernardo College Bachelor of Elementary Education SY: 2014-2018
Secondary	Las Piñas East National High School SY: 2010-2014
Primary	Pulanlupa Elementary School SY: 2004-2010

WORK EXPERIENCE

- **KERRY LOGISTICS INC.**
POSITION: BILLING ASSISTANT
DATE EMPLOYED : AUGUST 2021 - JANUARY 2022
DUTIES & RESPONSIBILITY
 - ★ Tracked and chased unsettled account balances, providing reports and findings to inform management.

- ★ Balanced reports and batch summaries to submit for approval.
- ★ Managed all payment processing, invoicing and collections task.

- **F2 LOGISTICS INC.**

POSITION: BILLING ASSISTANT

DATE EMPLOYED: APRIL 2023 - CURRENTLY WORKING HERE

DUTIES & RESPONSIBILITY

- ★ **Compiled financial data and drafted billing reports to identify past-due accounts and reconcile balances.**
- ★ **Tracked and chased unsettled account balances, providing reports and findings to inform management**
- ★ **Analysed billing procedures to evaluate backlogs and identify opportunities for improved efficiency**
- ★ **Attended team meetings to discuss issues, priorities and outstanding accounts, improving department operations**
- ★ **Coordinated workflows and delegated tasks for bill checking, posting and credit note processes.**
- ★ **Charged expenses to accounts, analysing expense reports and reconciling against established budgets.**
- ★ **Processed invoice payments and recorded information in account database.**
- ★ **Verified proper setup and tracking of billing accounts according to client requirements.**
- ★ **Monitored past due accounts and pursued collections on outstanding invoices.**

- **IMMACULATE MARY MONTESSORI SCHOOL**

POSITION: ELEMENTARY TEACHER

DATE EMPLOYED: JANUARY 2018 - JANUARY 2019

DUTIES & RESPONSIBILITY

- ★ Create lesson plans to teach students subjects, such as reading, science, and math.
- ★ Teach students how to interact with others.
- ★ Observe students to evaluate their abilities, strengths, and weaknesses.
- ★ Instruct an entire class or smaller groups of students.
- ★ Grade students' assignments.

- **CHRIST THE KING ACADEMY OF LAS PINAS**

POSITION: ELEMENTARY TEACHER

DATE EMPLOYED: MARCH 2019 - JULY 2021

DUTIES & RESPONSIBILITY

- ★ Planning and preparing lessons.
- ★ Encouraging student participation.
- ★ Researching and developing new teaching materials..
- ★ Research and implementing new teaching methods.
- ★ Marking student work and recording performance.
- ★ Setting assessments and overseeing examinations.

SKILLS & ATTRIBUTES

- ★ Fast learner
- ★ Team member
- ★ Time management
- ★ Resourceful
- ★ Never been absent or late
- ★ Eager to learn something new. new
- ★ Patient
- ★ Finish my work on time.

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

ApplicantSignature