



JAMIE ANN GARCIA

Payment/ Finance Specialist/
Social Media Management
Administrative Management

PROFESSIONAL SUMMARY

Competent in finance, payment services, or administration and exhibiting good assessment and evaluation abilities. Provides a comforting setting that is ideal for attending to the specific needs of each client. Offer convenient and safe deposit and payment methods via various banks and retailers. Recognize fraud and risk to ensure that clients and consumers receive high-quality service. Knowledgeable in virtual assistant & social media management roles.

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🔗 https://www.linkedin.com/in/anne-garcia-8a98ba2b4?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app

EDUCATION

Bachelor of Industrial Technology

Major in Food Technology
Universidad de Manila 2008- 2012

Primary & Secondary Course
Paco Catholic School
1998-2004

EXPERTISE

Finance & Accounts
Payment Compliance
Treasury Associate
Fraud & Risk
Administrative role
Social Media Management
Basic Powepoint & Canva editing
Virtual Assistant Role

LANGUAGE

English
Tagalog

WORK EXPERIENCE

March 2022- March 2024

AB Leisure Exponent |

32-36F Ecoprime Building 32nd St, corner 9th Ave, Taguig, 1635

Senior Payment Accounts Analyst

Processing deposits and bank transactions. Settling money for virtual players to deposit and withdraw. (Licence PAGCOR) Managing local accounts such as Paymaya, Paynatics, Unionbank, AUB, and GCASH. Requiring the use of an automated method for player withdrawals. Accountable for the safekeeping of member account deposits. Assigned to use internet banking or a payment officer/teller to transfer money. Identify fraud and high-risk clients using the KYC system to precautionary actions. Payment officer: ccountable for disbursing client payments via standard payment procedures

August 2022- Present

Food Content Creator (LOIZ SEBASTIAN) | Manila Social Media Manager | Part time

Capable of utilizing fundamental social media management tools, such as Canva and Microsoft Office used to promote photo and image material Effective and reliable communication abilities to engage with the intended audience. Research abilities and creativity to stay current with social media trends quickly evolve. Fundamental knowledge of Filmora and Capcut for video editing publishing of material. Reporting and analytical abilities that work well during posting material aimed at luring subscribers. Handling email, contacts, and social media accounts on sites like Facebook, Instagram, Youtube, and Tiktok.

May 2021- February 2022

Upwork Freelance | remote work (wfh)

West Gaming & holdings

Virtual Assistant | Administrative/ HR Role

Clerical & time management for an Axie International Scholar players

Power-point designs for multimedia postings.

Consolidating token earned by the scholar players.

Handling & managing salary funds for the scholar players.

WORK EXPERIENCE

2016 - 2021

Intevalue Services Incorporation |

22nd floor Rcbc Plaza Tower, Ayala Makati City, 6788

Accounts Analyst / Teller |

Analyzing deposits and bank transactions. checking deposits in personal accounts (VIP/normal accounts). Proficient in bank transactions in Mandarin, Chinese, and Vietnamese. Accountable for the safekeeping of member account deposits. designated to transfer money via internet banking or to a payment officer or teller. need the bank's status (regular, frozen, or stolen). Payment officer: in charge of paying customers using standard payment procedures; handles phone banking payments from various Chinese banks; transfers monies to payment officer (connected to finance work).

2012-2014

Sanford Marketing Corp. (SM Retail Food Group)

| SM Corporate Offices Bldg. E, J.W Diokno Blvd. MOA Complex, Pasay City, 1300

Treasury Associate/ Officer in Charge

Proper handling, computing & balancing of store funds. Processing store petty cash vouchers & cash advances. Manipulating store sales, bank deposits, cash & coins deliveries. Back office works on computer like excel, MS word, inventory & etc. WESTERN UNION MONEY TRANSFER Ebiz. (sub-agent) /Foreign exchange staff. Processing tenant rental & check transactions.

HOBBIES & INTEREST

Travel



Art



Swimming



Music



Cooking



Template

Designing



ON-THE-JOB TRAININGS

Philippine Columbian Association Sports Club

May 2010 – June 2010

Plaza Dilao St. Paco, Manila

(250hrs.)

Kitchen and Dine-in Staff (On-the-Job Training)

Chef's Quarter Restaurant

May 2011 - September 2011

SM Megamall Atrium

(750hrs.)

Mandaluyong, Metro Manila

Kitchen and Dine-in Staff (On-the-Job Training)

KAMAYAN, DAD'S, SAISAKI Restaurant

November 2011- March 2012

Padre Faura , Malate Manila (750 hours)

Dining, Kitchen, Catering Staff(On-the-Job Training)

SEMINARS & WORKSHOP ATTENDED

Coursera Project Network

Online Courses (with PROJECT CERTIFICATIONS links)
March 2024

Search Engine Optimization (SEO) with Squarespace

<https://coursera.org/share/ae1c7f398478ab6d85f53ed547da1914>

Brand Marketing and SEO Tools using Wix

<https://coursera.org/share/37585219374b55ee7e43fa0b45fa2ff7>

Increase SEO Traffic with WordPress

<https://coursera.org/share/89dae2c5982157e8926e0d66a0008230>

Introduction to Microsoft Excel

<https://coursera.org/share/90be1e4f8a301c8d1f00c419e99b0777>

Self Publish Your Book on Amazon Kindle Direct Publishing

<https://coursera.org/share/9c6844b1283de0244cbd062f880bd3b7>

How to Optimize Your Instagram Account

<https://coursera.org/share/7cb4d3cdf65e2130a9190287ba71ee90>

Google Ads for Beginners

<https://coursera.org/share/3b8334482ae79191a8904fa919dd6333>

Design a Client Welcome Kit using Canva

<https://coursera.org/share/1b8728b5e58246befa526d65b95d71bb>

Create and Design Digital Products using Canva

<https://coursera.org/share/22171094556847b8fb47a2021bc82e84>

WESTERN UNION I.D verification & fraud detection

seminar

December 2013

SM AMLA Seminar

Anti Money Laundering

September 2013

BANGKO SENTRAL NG PILIPINAS

Counterfeit Seminar

June 2013

SM Counterfeit

Detection Seminar

April 2013

Asian Touch "Barista" (Restaurant and Coffee Shop NCIII)

TESDA

January 2011

Tanduay "Flairing and Bartending"

Seminar

Feb 2008

LINK to sample PORTFOLIO

Past works & Templates

https://www.canva.com/design/DAEmEEMbx-o/EpD1vn3hs8R_KqZOkeRjbg/edit?utm_content=DAEmEEMbx-o&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton

https://www.canva.com/design/DAF-z76U4Nc/Y-JZ061CqNlyWZOEiVunAg/edit?utm_content=DAF-z76U4Nc&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton

REFERENCES

Gel Patick Sebastian

The V.A Group /
Lead Generation Specialist

Phone: 09764939615

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Jeffrey Fontanilla

Amazon
IT Support Associate

Phone: 09399211053

Email : jeffrey.fontanilla00@gmail.com