JOLENE

JOLENE.359283@2freemail.com

**2-Year Experience in the Banking Industry**

**In a prominent financial institution in the**

**EXPERIENCE**

**BANK TELLER**

April 2015 – March 2017

United Coconut Planters Bank (UCPB-established in 1963 )

Background :

* Average 200-300 transactions per day
* Issuance of manager’s cheque
* Foreign exchange
* Dollar to peso to dollar transactions
* Outward remittances
* Bills purchase
* Debiting of customs transactions
* Tax Payments
* Computer efficient
* Excellent customer service practice
* Multi tasking – tellering, balancing of cash, reviewing of transactions within the day and filing

**ON-THE-JOB TRAINEE as Audit Assistant**

**November 2014 – February 2015**

**Department of Interior and Local Government**

**Under the requirement of the college course curriculum**

**EDUCATION**

**College Ateneo de Davao University**

 **Bachelor of Science in Accounting Technology**

 **2011 – 2015**

**Secondary University of the Immaculate Conception**

 **2007 – 2011**

**Primary Davao City Special Education**

 **2000 – 2007**

**PERSONAL INFORMATION**

**Birthdate : July 9, 1994**

**Birthplace : Davao City, Philippines**

**Nationality : Filipino**

**Height : 5’4’’**

**Weight : 53 kgs.**

**Age : 22 yrs. old**