To Whom It May Concern,

I am very interested in any positions that will fit my qualifications.

I am a conscientious person who works hard and pays attention to detail. I’m flexible, quick to pick up new skills and eager to learn from others, and I can do multi-tasking. I have done some works which involves designing, t-shirt printing, etc. I also have lots of ideas and enthusiasm. I am keen to work for a company with a great reputation and high profile in the business.

Attached is a copy of my CV, which more fully details my qualifications for any position.

I look forward to talking with you regarding my possible employment in your company. You may contact me thru this email address or my mobile number stated in my CV.

Thank you very kindly for your consideration.

RUTHCHEL

[RUTHCHEL.369354@2freemail.com](mailto:RUTHCHEL.369354@2freemail.com)

**WORK EXPERIENCE**

May 2015 – March 2017 **LOCAL GOVERNMENT COUNCIL**

*Office Assistant at Secretary’s Office*

Muntinlupa City, Philippines

 Assist local government officials in preparation of community

work programs, which includes budget preparation, sourcing

of program venues, caterings, etc.

 Provide support to the Council to ensure all resources are

provided to make effective decisions.

 Research and assist with the preparation of motions, policies

and procedures.

 Prepare letters/correspondences, reports and meeting

agenda for Local Council meeting.

 Schedule Local Council meetings.

 Maintain confidential records and files.

 Perform duties such as directing phone calls to the person

concerned and answering queries.

 Sort mails, letters/correspondences and facilitate distribution

of the same.

June 1997-May 2015 **LOCAL GOVERNMENT COUNCIL**

*Bookkeeper/Accounting Assistant*

Muntinlupa City, Philippines

 Prepared reports such as financial report, Payrolls, vouchers.

Tracked all purchases, sales, receipts, payments, etc.

 Prepared weekly and monthly financial reports.

 Maintained an orderly accounting filing system.

 In-charged for purchasing office supplies and equipments upon

Council’s approval.

 Monitoring of office supply and re-order, if necessary.

 Tagged and monitored fixed assets.

 Tracked and maintained inventory records.

 Assisted Council with budget preparation.

 Facilitate petty cash, payment and reimbursement requests.

**EDUCATIONAL BACKGROUND**

VOCATIONAL AMA COMPUTER LEARNING CENTER (ACLC), Philippines

*Computer Entrepreneurship*

March – September 2003

SECONDARY SACRED HEART INSTITUTE, Philippines

1987-1991

PRIMARY MUNTINLUPA ELEMENTARY SCHOOL, Philippines

1981-1987

**ON-THE-JOB TRAINING** AMA COMPUTER LEARNING CENTER (ACLC), Philippines

September – October 2003

**TRAINING & SEMINAR ATTENDED**

September 23-25, 2008 ***ENHANCEMENT COURSE ON LOCAL GOVERNMENT LEGISLATION-***

***PLANNING & BUDGETING***

Subic International Hotel Corporation, Pampanga, Philippines

March 12-13, 2008 ***WORKSHOP ON REVENUE GENERATION-DILG***

Days Hotel, Tagaytay City, Philippines

June 20-22, 2007 ***SEMINAR ON LOCAL GOVERNMENT ACCOUNTING – COA***

Pines View Hotel, Baguio City, Philippines

October 26, 2006 ***YEAR-END ADJUSTMENT, WITHHOLDING TAX UPDATE & RR2-2006- BIR***

Peoples Center, City Government of Muntinlupa, Putatan, Muntinlupa

City, Philippines

February 27, 2006 ***WORKSHOP ON REVENUE GENERATION – DILG***

Palms Country Club, Filinvest Corporate City, Alabang, Muntinlupa City,

Philippines

September 26-28, 2005 ***SEMINAR ON THE GOVERNMENT PROCUREMENT REFORM ACT & ITS***

***IMPLEMENTING RULES & REGULATIONS –A & ITS UPDATES - COA***

Oasis Hotel, Clark Field, Angeles, Pampanga, Philippines

**ADDITIONAL INFORMATION/SKILLS**

* MS Office software literate
* Read/write/speak excellent (Tagalog & English)
* Designing and printing t-shirts, banners, tarpaulins, etc.
* Events Coordinator
* With Philippine driving license