**LEOVELLE ANGELICA A. COLARINA**

Results Oriented. Efficient. Reliable.

An individual with a high level of literacy and extensive knowledge of financial research industry. Has excellent computer skills and communication skills in both written and oral and has the ability to build mutually beneficial relationships even on multi racial environment. Experienced in customer service, basic accounting and data analysis. Works well under pressure, able to multi task and is a great team player.



**Address:** Marwan Building Flat no 21 Muraqqabat Deira Dubai

**Contact:** 0568799185

**Email Address:** lacolarina@gmail.com / lacolarina@yahoo.com

**Birthday:** January 26, 1991

**Nationality:** Filipino

**Civil Status:** Single

**Visa Status:** Visit Visa



University of Santo Tomas 2007 - 2011

Alfredo M. Velayo – College of Accountancy

BS Management Accounting

St. Matthew College, San Mateo Rizal 2003 - 2007

Secondary Education



**Factset Philippines Inc.**

* Business Analyst December 2015 – April 2018
* Led a team of process specialists - testers who works mainly on tool testing and tool improvement

designing (end user perspective)

* Trained and mentored process specialists by guiding them in accomplishing their projects/tasks.
* Acted as an initial validator for their tasks and provided feedback that helped them improve in their work
* Worked hand in hand with other teammates from different countries
* Provided valuable results to top managers on the projects accomplished which helped them in their decision making process
* Worked on tool testing (end user perspective) and made sure the tool is 100% bug free
* Bridged the gap between software developers and end users of the tool, communicated with both teams

to relay information regarding tool behavior

* Regularly provided feedback on current processes to evaluate if process improvements are necessary
* Shared my expertise to other managers on different tools used through a series of trainings
* Spearheaded a project that would help improve the tool testing process
* Process Specialist March 2013 – November 2015
* Investigated on financial data related concerns as per client requests (Income Statement data, Balance Sheet data or Cash Flow data)
* Suggested valuable solutions to business needs that successfully answered clients’ concerns
* Checked the quality of collected financial data to ensure that financial information reflected to clients are correct --- reviewed how companies present their data, what are the inclusions of each financial item for a more accurate client presentation.
* Performed tool enhancements testing (on user perspective) to ensure that features are working as expected and tool is bug free before it is launched to production
* Prepared reports to managers on a regular basis regarding tool enhancements status to assist them in their decision meetings
* Assigned tasks/new tool features to team mates every time a new version is released for testing. Maintained a monitoring file of testing results as a reference for reporting.
* Supervised the testing for the overall performance of the tool. Immediately reported any discrepancies to the software development team.
* Created specification documents for future tool enhancements that would answer different business needs
* Communicated with different teams to mainly bridge the gap between tool users and software developers. Also, to assist different users in tool related concerns.
* Involved in a regular meeting with team mates from other locations (Paris, India) to discuss on new strategies for the upcoming testing period.
* Scheduled a quarterly enhancement demo to team mates in Manila to ensure that everyone in the team is informed of the developments
* Prepared a Word or PowerPoint documentations for the whole project which will be used by managers for meetings with clients. These documentations include the objective, scope, analysis, conclusion and recommendation on the investigation conducted.
* Worked hand in hand with different teams in other locations (Paris, India).
* Prepared a bi-weekly report of tasks to be presented to team mates in Manila

Achievements:

* 1 of the Methods Pair of the Quarter for Q3 2013
* Methods of the Quarter Q1 2014
* Methods Top Performer Q1 2015
* Research Analyst March 2012 – February 2013
* Collected financial estimates of different companies received from different clients
* Collected economic estimates
* Made sure that data collected are correct and in accordance with the methodology
* Attended quarterly up skill training to enhance productivity, quality and to be aware of changes in collection process
* Made sure that quarterly target is achieved with good quality and productivity.
* Performed tool testing (user perspective) to make sure that the tool is free from bugs before launching it to production. Any tool issues were reported to the Methodology team for verification.

Achievements:

* Best in Practical Exercise (Estimates Training)
* Most Number of ANLS collected for Q4 FY12
* Most Number of ANLS collected for Q1 FY13

**Walvis Corporation**

Accounting Assistant/Admin Secretary April 2011 - February 2012

* Answering phone calls and providing basic information
* Handled inquiries and follow ups
* Booked transportation and hotel reservations for managers visiting the country
* Scheduled visitors and clients as instructed
* Encoded all sales commissions and incentives for payroll processing
* Was in charge of making payments (preparations of payment vouchers)
* Monitored daily sales summary of the company
* Did the monthly bank reconciliation to assist the manager in preparing month end reports
* Communicated with branch managers to ensure branch sales records are aligned with the deposits in the bank and that daily sales are regularly deposited in the company account.
* Responsible for preparing debit memo and credit memo. Communicated with the bank should there be any discrepancies.
* Did bookkeeping/recording of all payment transactions
* Did document filing of all vouchers/receipts of all payment transactions
* Did document filing of all BIR forms (Bureau of Internal Revenue)
* Encoded all sales commissions and incentives for the computation of salaries

**Amores Architectural Services**

Admin Officer (Summer Job) April 2010 - May 2010

* Prepared weekly and monthly cash budget and disbursement reports



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| * Fast learner and can work in fast paced environment
 | * Good analytical and critical thinking skills
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| * Knowledgeable in computer applications and software
 | * Good leadership skills
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| * Excellent in written and oral communication skills
 | * Project management skills
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| * Multi tasking
 | * Training skills
 |
| * Keen to details
* Team player
 | * Business presentation skills
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**Factset Philippines Inc**

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| Enhanced Networking and Collaboration 2017 | Managing Your Time Effectively 2016 |
| Introduction to Management 2016 | Basic Excel Training 2015 |
| Advanced Excel Training 2016 | Delivering Presentations Effectively 2013 |
| Communication Assertiveness Workshop 2016 |  |
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**University of Santo Tomas**

Certified Financial Analyst Seminar August 31, 2010

Future Ahead: Career Seminar September 2, 2010

DEMYSTIFIED: Certified Management Accountant Seminar September 25, 2010

**REFERENCES**

*Available upon request*