**Tonette Montelibano Stitt**

**42 – 22 Dong Chang – Ri, Paengsung – Eub Pyongtaek City Gyeong – Gi – Do, ROK 451 – 802**

**010 8680 0266** **tonimontelibano@yahoo.com****.ph**

**SUMMARY OF QUALIFICATIONS**

* Highly trainable and fast learner.
* Courteous and professional.
* Strong communication skill, both in written and in oral.

**PROFESSIONAL EXPERIENCE**

**Accounting/Human Resources Officer**

**Gamewerkz**

East Tapinac, Olongapo City 2200 Philippines

August 2006 – March 2008

**Job description:**

* Manage, reconciliation and monthly review of inbound and outbound of expenses
* Prepare the interim financial statement for the analysis.
* Supervise and check the company's book of accounts.
* In-charge of employees records.
* Prepare time cards for the payroll.
* Plan team building activities and training for the employees.

**Head, Accounting Department**

**Ninety-Nine Import and Export Corporation**

Unit 404 Level 4 Galleria Corporate Center EDSA cor Ortigas Ave. Quezon City, Phils

April 2005 – PRESENT

**Job description:**

* Manage, reconciliation and monthly review of inbound and outbound of expenses
* In-charge of the company's accounts.
* Prepare the interim financial statement for the analysis.
* Supervise and check the company's book of accounts.
* Prepare company's payroll.

**Freelance Bookkeeper**

**January 2004 – March 2007**

**Job description:**

* Provide clients the financial report.
* Responsible for clients registrations and licenses.
* Prepare clients' tax computations and filling.

**Accounting Clerk**

**Estrella Business Agency**

#2116 Rizal Avenue, East Bajac-Bajac, Olongapo City

June 200 – April 2005

**Job description:**

* Act as an Assistant External Auditor.
* In-charge of the clients SEC and other documents needed in the business.
* Prepare clients financial report.
* Prepare client's bank reconciliation for the preparation of cash analysis.

**SPECIAL SKILLS:**

Fluent in English and Filipino;

Computer Literate – can operate MS Word, MS Excel, MS PowerPoint, Imaging, Corel Draw 12, and can do some photo editing.

**EDUCATIONAL BACKGROUND:**

**TERTIARY : Bachelor of Science in Accountancy**

 Gordon College, Olongapo City Philippines

 Graduated – March 2005

###### SECONDARY : Engineering Science Educational Program

 (Special Science Class) – Olongapo City National High School

 Graduated – March 2000

**PRIMARY : Kalalake Elementary School**

 Murphy St., New Kalalake Olongapo City

 Graduated – April 1996