



MARY JOY

VIDEO INTERVIEW

WORK EXPERIENCE

EXECUTIVE ASSISTANT

Freelancer | 6 months

LEAD GENERATOR/RESEARCH ANALYST

EC Virtual Consulting | 2 months

TEACHER II

Daniel R. Aguinaldo National High School | 4 Years, 8 months

ENGLISH SECOND LANGUAGE TUTOR

Engoo | 2 Years, 8 months

ENGLISH SECOND LANGUAGE TUTOR

51 Talk | 11 months

MEMBER SERVICE OFFICER IV-ADMIN STAFF

Pag-ibig Fund Davao Hub | 11 months

CALL CENTER REPRESENTATIVE

Awesome OS | 1 month

OPERATIONS ACCOUNTING ASSOCIATE

LTS Pinnacle Holdings/NCCC Mall of Tagum | 2 Years, 1 month

SKILLS/AREAS OF EXPERTISE

- Quickbooks Pro Advisor
- Accounting/Bookkeeping
- Administrative tasks
- Lead Gen/Research Analysis
- Social Media Management
- Basic photo editing
- Education
- Social Studies

TECHNOLOGY

- Airtable
- Canva
- Clickup
- Google Workspace
- Slack
- Monday.com
- Notion
- LinkedIn

CERTIFICATION

- LICENSURE EXAMINATION FOR TEACHERS

MARCH 2016

- NATIONAL CERTIFICATE III- BOOKKEEPING

MAY 2016

- QUICKBOOKS PROADVISOR

MAY 2022

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