



CLARICE

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EXPERTISE SKILLS

- Bookkeeping Support
- Transaction Recording
- Bank & Account Reconciliation Support
- Invoice & Expense Tracking
- Financial Documentation
- Financial Data Organization
- Spreadsheet Management
- Data Entry & Reporting
- Executive & Administrative Support
- Calendar & Email Management
- CRM Management
- Scheduling Coordination
- Client Communication
- Document & Records Management
- Project & Workflow Coordination
- Onboarding Documentation
- Customer Service
- Compliance Documentation
- Presentation & Business Material Creation

TOOLS

- QuickBooks Online
- Xero
- Google Workspace
- Google Sheets
- Microsoft Office Suite
- Monday.com
- GoHighLevel
- Trello
- Canva
- Zoom

Detail-oriented Bookkeeper with 3+ years of experience supporting remote clients with transaction recording, reconciliations, invoice and expense tracking, financial documentation, and spreadsheet management. Proven experience managing bookkeeping operations in QuickBooks Online, completing a 480-hour bookkeeping internship, maintaining accurate financial records, and supporting reporting and reconciliation workflows with consistent attention to accuracy and confidentiality. Brings strong expertise in QuickBooks Online, Xero, reconciliation, invoicing, expense categorization, financial reporting, and data management, helping organizations maintain organized financial records and efficient day-to-day bookkeeping operations.

WORK EXPERIENCE

EXECUTIVE VIRTUAL ASSISTANT/BOOKKEEPING SUPPORT

Victorious Beginnings, LLC | November 2021 – February 2026 (4 Years, 4 Months)

- Managed bookkeeping and administrative operations including transaction reconciliation, financial record organization, invoice and expense tracking using QuickBooks Online, coordinated project workflows and reporting through Google Workspace and Monday.com, maintained CRM and onboarding records, handled scheduling and client communication, and created presentations, newsletters, worksheets, and other client-facing materials.

QUICKBOOKS ACCOUNTANT/BOOKKEEPER INTERN

M.A.B. Financial Consultancy Services | April 2024 – September 2024 (6 Months)

- Completed a 480-hour bookkeeping internship using QuickBooks Online, performing transaction recording, reconciliation, invoicing, expense categorization, financial data organization, spreadsheet management, and financial reporting while applying accounting procedures to real-world business scenarios.

PROJECT RESEARCH ASSISTANT

Department of Science and Technology XI | March 2021 – March 2022 (1 Year, 1 Month)

- Conducted research and collected project data for government development initiatives, coordinated with stakeholders, monitored project activities, maintained technical and financial reports, and developed training materials, press releases, and project documentation.

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WORK EXPERIENCE

SAFETY OFFICER

Paramina Earth Technologies, Inc. | August 2020 – February 2021 (7 Months)

- Conducted toolbox meetings, workplace inspections, safety reporting, compliance monitoring, and hazard assessments across mining operations while maintaining incident reports, safety documentation, and compliance records according to company and OSHA standards.

DOCUMENTATION ACCOUNT OFFICER

8990 Housing Dev't Corporation | August 2019 – August 2020 (1 Year, 1 Month)

- Processed legal documents, contracts, and property transactions, maintained confidential client records, ensured documentation complied with company and real estate policies, and coordinated transaction-related requirements between clients and internal teams.

CUSTOMER SERVICE REPRESENTATIVE

iQor Davao | August 2018 – February 2019 (7 Months)

- Handled customer account inquiries, order-related concerns, and service issues in a high-volume environment, maintained accurate customer and transaction records, and provided professional customer support while meeting company performance standards.

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