

Curriculum Vitae

Janine D. Averion

B. Samonte St. Brgy. Silangan
Calauan, Laguna
Email add: jajaodarod@gmail.com
Contact #: +639157964811



WORKING OBJECTIVE

To be a part of your growing company where I can learn and improve my craft, develop camaraderie among my co-workers. At the same time, fulfill my goal that is financially rewarding.

EDUCATIONAL BACKGROUND

TERTIARY

DalubhasaanngLunsodng San Pablo
Brgy. San Jose, San Pablo City
Business Administration
Major in Financial Management
SY 2011-2012

SECONDARY

Dayap National High School
Brgy. Dayap Calauan, Laguna
SY 2007-2008

INTERMEDIATE

Banka-banka Elementary School
Brgy. Banka-banka Nagcarlan, Laguna
SY 2003-2004

SKILLS

- ❖ Translated more than 50,000 words from Italian-English and 100,000 words from English- Tagalog
- ❖ Processing of Loan applications, collections, repayments, preparing reports.
- ❖ GL Bookkeeper like Handling Inward Checks, Processing Time Deposit, Generating Back-ups, preparing tickets (debit & credit advice).
- ❖ Marketing
- ❖ Good in communication and interpersonal skills.
- ❖ Advance computer literacy (Microsoft Word, MS Power Point, MS Excel and Windows XP).

JOB EXPERIENCE

- ❖ Quezon Capital Rural Bank
 - Calauan, Laguna Branch
Present position: Loans Specialist June 2015-Present
 - Alaminos, Laguna Branch
Previous position: Accounting Assistant January 19, 2015-May 2015
 - Calauan, Laguna Branch
Previous position: Business Relations Assistant January 2, 2013-January 16, 2015
- ❖ Department of Trade and Industry
 - Position: Intern Brgy. Banca-Banca Victoria, Laguna
June- August 2013

- ❖ OJT in Municipality of Calauan
- ❖ OJT in Luzon Development Bank Calauan, Branch
- ❖ Hands-on 50 hours training on Adobe Photoshop

AFFILIATED ORGANIZATION

	Position	Year of Membership
Financial Management Society	Member	2008-2012
Class Organization	Treasurer	2008-2012
Rotaract Club of Silangang San Pablo	Member	August 2011

PERSONAL BACKGROUND

Date of Birth: March 19, 1992

Place of Birth: Nagcarlan, Laguna

Age: 25

Sex: Female

Citizenship: Filipino

Civil Status: Married

Religion: Iglesia Ni Cristo

Height: 5'1"

Weight: 55 kg.

Spouse: Lloyd Faunt Leroy Averion

CHARACTER REFERENCES

	Occupation	Address	Contact #
Mrs. Aida Almalvez	Professor	Calauan, Laguna	09192803372
Ms. Rowena D. Bertumen	Manager	Calauan, Laguna	09177340656
Mr. Romeo Alcantara	Municipal Accountant	Calauan, Laguna	09178314997

I hereby certify that the information above is true and correct to the best of my knowledge and belief.

JANINE D. AVERION
Applicant's signature