



HANNA A

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Bookkeeping
- Appointment Setting
- Data Entry
- Video Editing
- Administrative works
- Adept in Technology
- Transcription

TOOLS

Asana Trello Slack
ClickUp Microsoft
Apps Google Apps
Meta Business Suite
Salesforce Canva
Filmora Capcut
Hubspot Xero
QuickBooks
FreshBooks Toggle
Track Clockify Auris

PERSONAL PROFILE

A licensed professional teacher who is passionate about achieving success as a freelancer in this freelancing community. Eager to explore new opportunities, I am dedicated to building a fulfilling career, forging meaningful professional connections, and saving for my future. I look forward to discovering a new version of myself through this journey and making a significant impact in the digital workspace.

WORK EXPERIENCE

ESL TEACHER - PART TIME

SAI GON Learning Center | May 31, 2023 - October 31, 2023

- Organizing Coursework and learning materials
- Assessing student progress and writing reports every after class and monthly feedback reports
- Following national and regional policies for teaching English as a second language

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CASH CUSTODIAN AND DOCUMENTATION OFFICER

OroCargo Forwarder Corporation | November 7, 2016 - December 31, 2019

- Responsible for cash reimbursement and disbursements
- Responsible for ensuring that petty cash funds are physically secured and balanced by the end of the day
- Responsible for budgeting cash
- Responsible for DTR monitoring and Payroll.
- Responsible for preparing monthly Contribution (SSS, Pag-ibig, Philhealth)
- Responsible for making bank transactions summary.
- Responsible for answering emails from clients, subcontractors and creditors.
- Responsible for daily transaction report
- Prepares Monthly Report(Cash Disbursements Report, Bank transaction Report, Monthly Expenses Report, Cash advances of employees)
- Responsible for preparing ledger for business loans.
- Create great working relationship with my Manager and co-workers.

EDUCATION HISTORY

UTEL UNIVERSITY

MASTER IN BUSINESS ADMINISTRATION
April 8, 2024- Present

VINEYARD TECHNICAL INSTITUTE

BOOKKEEPING NC II
December 2021- February 2022

CAPITOL UNIVERSITY

CERTIFICATE OF TEACHING PROGRAM - C.O.T (ProfEd)
2020-2021

XAVIER UNIVERSITY-ATENEO DE CAGAYAN

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN BUSINESS ECONOMICS
2012-2016