



GLECE MAE

EDUCATIONAL BACKGROUND

UNIVERSITY OF ST. LA SALLE – BACOLOD
La Salle Avenue, Bacolod City
Juris Doctor
2020 - 2021

CENTRAL PHILIPPINE UNIVERSITY
Lopez Jaena St. Jaro, Iloilo City
Bachelor of Science in Business Administration
Major in Financial Management
2015 – 2019

AUDIO LINK

<https://www.hireaway.com/profile/glece/>

SKILLS

- Proficient in English both oral and written
- Microsoft Office proficient (Word, Excel, PowerPoint, etc.)
- Can work under pressure
- Can work without much supervision
- Good communication skills and interpersonal skills
- Ability to meet deadlines and multitask
- Critical Thinking and Reasoning Abilities
- Loyal, Efficient, Flexible and Eager to Learn

JOB TITLE

Accounting

EXPERIENCES

PARALEGAL
MAGHARI & ASSOCIATES LEGAL
TAXATION AND ACCOUNTING FIRM
October 2020 – November 2021

ACCOUNTING STAFF
MAGHARI & ASSOCIATES LEGAL
TAXATION AND ACCOUNTING FIRM
May 2019 – September 2020

ON THE JOB TRAINING
BUREAU OF INTERNAL REVENUE
Revenue District Office No.74- Iloilo City
October 2018 – March 2019

COST

Starting from USD 1500 per month