



# NORZCELE DAFFEN HANNA ALVAREZ

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