



JOAN HAYAGAN

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Project Management
- Superior Organizational Skills
- Advanced Analytical Thinking
- Commitment to Confidentiality
- Strong Critical Thinking
- Apps
- High Adaptability

TOOLS

- QuickBooks
- Oracle
- QnE
- Microsoft Suite
- Google Workspace
- Dropbox
- Evernote

PERSONAL PROFILE

Seasoned **Bookkeeper** with a strong foundation in financial management and record-keeping. I'm dedicated to maintaining accuracy and contributing to the success of your team.

WORK EXPERIENCE

SOCIAL MEDIA MANAGER

Abundance Unlocked Page | July 2022 - December 2022

- Create and curate engaging content for various social media platforms
- Stay updated with the latest social media trends and best practices

ACCOUNTING OFFICER

Bell-Kenz Pharma Inc. | May 2019 - August 2020

- Processed and ensured timely payment of company payables and collection of revenue
- Prepared and released checks payable to company suppliers, employees, and other payees
- Reconciled various accounts
- Prepared financial and budget monitoring reports
- Handled fixed assets and general accounting

ACCOUNTANT

Computer Professionals Inc. | August 2018 - May 2019

- Automated various forms/templates and monitoring reports for accounts payable and general accounting
- Proposed systems improvement in accounts payable process
- Sourced potential suppliers, evaluated offers, and negotiated better prices
- Monitored stock levels and identified purchasing needs of the company

EDUCATION HISTORY

St. Louise de Marillac College of Sorsogon

- BS in Accountancy 2008-2012 | Consistent Dean's Lister