



BUTCH CARLO M. GONO

CB, MBA (CAR)

ABOUT ME

I bring a diverse background with two years of accounting experience and five years of teaching business courses. My expertise encompasses financial principles, bookkeeping, and financial analysis, supported by certifications in bookkeeping from TESDA and the Accounting Certification & Training Institute. With a strong commitment to organizational success and student development, I am equipped to provide comprehensive financial guidance and deliver engaging instruction.

WORK EXPERIENCE



Onboarding Associate

Turnkey Processing LLC (US Based Company)

July 2023 - November 2023

- Boarding US Merchant Businesses to Fiserv, Micamp, Sinergy, & Signapay for Credit Card Processing. Create DocuSign. Create Ticket to FreshService & FreshSales.
- Assist/Back-up Bookkeeper to encode and create Credit Memo, Invoices, Deposits, & Bank Reconciliation.



College Business Instructor

Philippine Womens College of Davao

August 2021 - June 2023

- Teaching Specialization of Finance Management, Human Resource Management, Marketing Management



College Business Instructor

Davao del Sur State College

February 2022 - January 2023

- Teaching Specialization of Finance Management, Human Resource Management, Marketing Management



College Business Instructor

CARD MRI Development Institution, Inc

June 2019 - June 2021

- Teaching Specialization of Finance Management, Human Resource Management, Marketing Management



SHS Teacher

Tagum City College of Science & Tech Foundation, Inc

June 2018 - May 2019

- Teaching Specialization of Finance Management, Human Resource Management, Marketing Management



Accounts Receivable Assistant

GV Appliance Corporation

June 2015 - June 2017

- Preparation of Credit Memo, Debit Memo, A/R Report & Aging

+639264282731

gonobutchcarlo@gmail.com

<https://www.facebook.com/mindpainamelgaul>

Davao City, Philippines, 8000

EDUCATION

Master in Business Administration

University of Mindanao

2020 - Present (Thesis on-going)

BSBA Major in Financial Mgt.

University of Mindanao

2011 - 2015

EXPERTISE

Bookkeeping

Accounting

Social Media Marketing

Graphic Design

Copywriting

Facebook Ads Autopilot

WordPress and Marketing

Teaching

LICENSES & CERTIFICATION

- **Certified Bookkeeper**
Accounting Certification & Training Institution
- **Certified Bookkeeper NC III**
Technical Education & Skills Development Authority (TESDA)
- **Certified QuickBooks Pro Advisor Online**
QuickBooks Intuit
- **Certified Xero Advisor**
Xero

OTHER CERTIFICATION

- **Cashflow Certificate**
HP Life Online Course
- **Introduction to Bookkeeping - Beginner skills**
Intuit QuickBooks
- **Social Media Marketing**
Kurso Ph
- **Graphic Design**
Kurso Ph
- **Reading Financial Statement**
Corporate Finance Institute
- **Profit and Loss**
HP Life Online Course
- **Copywriting**
Kurso Ph
- **WordPress and Marketing**
Kurso Ph

REFERENCES

- **MEDEL CINCO**
09099426490
- **ABEL E. SADJI**
09097935477
- **JADE VINCENT D. DAVID**
09483148271

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


BUTCH CARLO MULIT GONO