

# JULIEROSEMARIE CORTES

## VIRTUAL BOOKKEEPER

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### PROFILE SUMMARY

I have an experience of being a Sales Representative. I do sell using Social Media and Online Shop Platforms. This helps me to develop communication and interpersonal skills. Also, my experience being a Bookkeeper has developed my technical, team lead skills and having good relationship with my team. As an employee of any job assigned to me, I give my all to give a highly satisfactory result.

### SKILLS

Professional Skills: Critical Thinking | Decision-making | Team Player | Highly – Organized | Effective Communication | Presentation Skills | Meeting deadlines  
Technical Skills: Microsoft Office Suite | Google Suite | Accounting Software; XERO, JDA, Oracle Netsuite | ZOOM  
Language Skills: English | Tagalog | Cebuano

### WORK EXPERIENCE

#### SALES REPRESENTATIVE

*Alliance in Motion Global, Cebu City, Philippines*

Jan. 2021 – Mar. 2024

- Sell and Marketing Products
- Social Media Marketing, Tiktok Ads, Facebook Ads
- Training and coaching fellow Entrepreneurs under my organization

#### ACCOUNTING SPECIALIST

*Prince Retail Group of Companies, Mandaue City, Cebu, Philippines*

Aug. 2017 – Jan. 2021

- Supervising a Team
- Delegates task and monitoring of KPI
- Ensure completeness and correctness of the recorded journal entries
- Ensure quality and accurate financial reports
- Preparation of Monthly, Quarterly, Yearly Tax Reports
- Problem solving, troubleshooting AP financial-related to all handled store branches
- Posting Payables in the Accounting System
- Project: Closing of Hanging Credit Accounts
- Book reconciliation
- Constant communication to Operations, Corporate subordinates, and Superiors

#### ACCOUNTING ASSOCIATE

*Prince Retail Group of Companies, Mandaue City, Cebu, Philippines*

Jul. 2016 – Aug. 2017

- In charge of non-trade payables
- Recording Invoices and Billing Statements daily transactions
- Prioritizing Urgent and Important payables
- Monitoring store branches Utilities, Payroll, Rental, Cash Advances
- Double checks payroll
- Preparing Statement of Accounts
- Ensures no pending transactions
- Audit and Closing Cash Advances of Employee and Projects
- Prepares BIR form 2307; Goods, Services, Rental
- Daily communication with Operations and Corporate Team

#### ACCOUNTING ADMIN

*Eremel Foods Enterprises, Cebu City, Philippines*

Jan. 2015 – Apr. 2016

- Handles 2 store branches
- Daily POS audit and sales recording for the branches

- Prepare Monthly Sales Report and submit it to main office
- Records daily purchases and payables
- Preparing check payables
- Go to bank for payroll and payable transactions

## EDUCATION

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Bachelor in Science in Business Administration  
major in Management Accounting

Cebu Institute of Technology - University  
2011 - 2014

## REFERRALS

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