



JANE ROSE S. TALAVERA

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Mabalacat, Pampanga

PROFESSIONAL SUMMARY

1. *"Failure is not the opposite of success: it's part of success."* -Arianna Huffington, businesswoman
2. *"If your dreams don't scare you, they are too small."* -Richard Branson, businessman
3. *"Believe you can and you're halfway there."* -Theodore Roosevelt, president
4. *"Quality means doing it right when no one is looking."* -Henry Ford, businessman

ACADEMIC BACKGROUND

HOLY ANGEL UNIVERSITY

2013-2018

BACHELOR OF SCIENCE IN
BUSINESS ADMINISTRATION –
MAJOR IN BUSINESS
MANAGEMENT

HOLY ANGEL UNIVERSITY

2009-2013

SECONDARY EDUCATION

CAREER HISTORY

FFINANCE & ADMINISTRATOR OFFICER

May 16, 2024 - Present

SHORE360, INC – GRACE REMOVALS
INTERNATIONAL

- Process vendor invoices for accuracy and completeness, ensuring adherence to company policies and procedures.
- Verifying purchases orders, receipts, and other supporting documentation before authorizing payment.
- Collaborate with other departments as needed
- Communicate effectively with vendors to obtain missing information or discrepancies.
- Maintain a positive, empathetic, and professional attitude towards to all customers and colleague.

INTERNAL SALES CONSULTANT

October 01, 2023 - May 15, 2024

SHORE360, INC – GRACE REMOVALS
INTERNATIONAL

- Performs data entry and issue freight arrival notices to customers and brokers.
- Data Entry for the new leads coming.
- Coordinate with internal departments and overseas offices to ensure excellent service delivery to customers.
- Performs data entry and issue freight arrival notices to customers and brokers.
- Records feedback coming from the client.

CAREER HISTORY

IMPORT COORDINATOR

January 29, 2020 - September 2023

SHORE360, INC – GRACE REMOVALS
INTERNATIONAL

- Coordinate shipping documents and proofread them for mistakes
- Organizes and prepares data and all necessary documents for timely entry filing
- Manages the import traffic force and monitors all stages of import shipments
- Coordinate transportation of product from country of origin to final destination for both air and ocean
- Maintains customs documentation and clearances
- Performs data entry and issue freight arrival notices to customers and brokers.
- Tracks the travel

ACCOUNTING STAFF

(January 2014 – May 2016)

BWFURN INC

- Responsible for billing and collections
- Responsible in doing payroll
- Preparing Monthly Vat Summary
- Recorded payment on Accounting System
- Clerical Works
- Support on collection (accounts receivable)
- Other tasks that may be assigned from time to time
- Maintain & update the aging of accounts, unpaid invoices per customer & other accounts receivable activity.

ADMIN ASSISTANT

June 17, 2019 – January 17, 2020

JA GLOBAL LOGISTICS SOLUTIONS
INC.

- Monitoring ORCR of Trucks
- Monitoring Delivery Receipt/ Trips of Drivers
- Prepare communications, such as memos, emails, invoices, reports and other correspondence
- Create and maintain filing systems, both electronic and physical
- Doing Liquidation
- Clerical Works
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PASSPORT ASSOCIATE

February 2019 – June 13 2019

SUN VALLEY CLARK HUB CORPORATION

- Follow the step-by-step, end-to end process in handling passport
- Ensure that all application processes are maintained in accordance with the regulatory requirements and company procedures
- Responsible for transmitting and applying the necessary documents needed
- Maintain and update a tracking system of all private documents associated to the client's passport
- Responsible in sorting in corresponding drawer based on documents renewal
- Responds effectively on the queries and needs of tenants with regards to passport processing

CORE SKILLS

- Time Management, Creativity, Unity, Human-Relation, Teamwork
- Skillful in using Microsoft Word, Excel and PowerPoint, Outlook

WORK REFERENCES

FOR REQUEST.



**AZE VGS TRAINING
CONSULTANCY SERVICES**

CERTIFICATE OF COMPLETION

This certificate is hereby given to

JANE ROSE SORIANO TALAVERA

for successfully completing 15 hours course of
**VIRTUAL BOOKKEEPING WITH
XERO & QUICKBOOKS ONLINE**

on May 13 - 15, 2023

GIVEN THIS 15TH DAY OF MAY, 2023


Anne Khristine De Leon
Course Trainer


Berna Magos
Course Directress

Series No.VBQO 202314 - 00818