



# Kimberly Curimao Ongonion,LPT

To enhance my educational and professional skills in a stable and dynamic workplace by bringing my strong sense of education, motivation and responsibility to it, which allow me to grow personally and professionally.

## CONTACT

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📍 Baleno, Masbate

## EDUCATION

### BICOL UNIVERSITY

- Bachelor of Early Childhood Education

### OSMENA COLLEGES

- Bachelor of Elementary Education

### BALENO NATIONAL HIGHSCHOOL

- Junior High School

### BALENO CENTRAL SCHOOL

- Elementary

## SKILLS& QUALIFICATIONS

- Creativity
- Communication
- Teamwork
- Flexible and Patient
- Friendly
- Video Editing
- Can Multi-Task

## EXPERIENCE

### Bookkeeper

#### ● R-CJ STORE – Business of my Parents

- Recording financial transactions: This involves accurately inputting data into accounting software, such as invoices,payments, expenses, and receipts.
- File maintenance: Organizing and storing financial documents.
- Maintaining general ledger: This is the core accounting record that summarizes all financial transactions. Bookkeepers ensure its accuracy and up-to-date status.

### Brigada Pagbasa Volunteer

#### ● Baleno Central School – 2023

- One-on-one or small group tutoring: Providing individualized attention to students who need extra support.
- Creating a positive learning environment: Building rapport with students and fostering a love of learning.
- Phonics and word recognition activities: Helping students develop essential reading skills.
- Reading aloud: Encouraging a love for stories and improving listening comprehension.

### Story Teller

#### ● Bagtang Elementary School –2022

- Oral storyteller: This traditional role involves sharing stories verbally, often using dramatic gestures and vocal inflections to enhance the narrative.
- Communication: Effectively conveying ideas and emotions through language.
- Public speaker: Delivering engaging presentations or speeches that incorporate storytelling elements.

## LANGUAGES

English

Tagalog

## SOFTWARE

Microsoft office ( Word, Excel, Outlook and Powerpoint )

Canva

