



Pamela Shareeze Madelo

CONTACT

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 Malaybalay City, Bukidnon

EDUCATION

Bachelor of Science in Accountancy

Liceo de Cagayan University
2016 - 2021

SKILLS

1. Administrative Skills

- Email Management
- Scheduling
- Organization
- Time Management
- Attention to Detail
- Data Entry

2. Financial Skills

- Bookkeeping
- Financial Reporting

3. Creative Skills

- Content Editing

4. Communication Skills

- Communication

5. Technical Skills

- Technical Proficiency
- Research

EXPERIENCE

Virtual Assistant

Skyline Management

July 2024 - March 2025

I was responsible for tracking employees' daily sales and providing weekly updates on their Key Performance Indicators (KPIs). I also monitored their overall performance monthly to ensure goals were being met and to identify areas for improvement.

Social Media Manager

Skyline Management

August 2022 - June 2024

I tracked trends on TikTok and Instagram to keep followers interested and engaged. I also scheduled posts, adjusted the content, and used the right hashtags to make sure our content reached the right audience.

Document Controller Custodian

FFJJ Construction

January 2022 - March 2022

I handled a variety of administrative duties, such as data entry, client communication, and maintaining records. My role ensured smooth daily operations and effective organization of important information.

Student Assistant

LLB & Co., CPAs

March 2020 - April 2020

During audit season, I provided support to junior accountants in preparing audited financial statements. I worked closely with them to ensure all financial data was accurate and in compliance with auditing standards. I also helped in identifying discrepancies. Throughout the process, I ensured that the financial statements were completed on time and met the required standards for accuracy and transparency.