

Lady Trina Lou D. Flores

Junior Account Clerk / Freelancer

SUMMARY

background Bachelor's degree and background in Computer System Design and Programming. Proven track record of successfully delivering projects on time and within budget. Strong problem-solving and analytical skills. Excellent teamwork and collaboration abilities.

TECHNICAL SKILLS

Main Technical Skills	Excel, Adobe Photoshop
UI/UX/Wireframing	Adobe Photoshop
Third Party Tools / IDEs / SDK / Services	Excel

WORK EXPERIENCE

Account Clerk, Account Clerk

Duration: Jan 2012 - Current

Summary:

- Assessed data and information to verify entry, calculation, and billing code accuracy
- Applied proper codes to invoices, files, and receipts to keep records organized and easily searchable
- Tracked and documented expenses for budgetary purposes
- Stayed on top of applicable government requirements to minimize legal and financial risks

Responsibilities: Assessed data and information to verify entry, calculation, and billing code accuracy. Applied proper codes to invoices, files, and receipts to keep records organized and easily searchable. Tracked and documented expenses for budgetary purposes. Stayed on top of applicable government requirements to minimize legal and financial risks.

Part-Owner, Part-Owner

Duration: Sep 2013 - Dec 2015

Summary:

- Trained and motivated employees to perform daily business functions
- Enhanced operational efficiency and productivity by managing budgets, accounts, and costs



- Managed day-to-day business operations
- Consulted with customers to assess needs and propose optimal solutions

Responsibilities: Trained and motivated employees to perform daily business functions. Enhanced operational efficiency and productivity by managing budgets, accounts, and costs. Managed day-to-day business operations. Consulted with customers to assess needs and propose optimal solutions.

Freelance Photographer, Freelance Photographer

Duration: Jul 2010 - Mar 2012

Summary:

- Edited, toned, captioned, and uploaded photographs for publication
- Completed complex photo shoots at indoor and outdoor venues
- Maintained and shared portfolios of artistic work to demonstrate styles, interests, and abilities with potential customers
- Digitally edited photos to enhance appearance

Responsibilities: Edited, toned, captioned, and uploaded photographs for publication. Completed complex photo shoots at indoor and outdoor venues. Maintained and shared portfolios of artistic work to demonstrate styles, interests, and abilities with potential customers. Digitally edited photos to enhance appearance.

Photo Journalist, Photo Journalist

Duration: Sep 2008 - Jun 2010

Summary:

- Pitched photo stories to reporters and editors
- Conducted research on subjects before photo shoots and planned dynamic and unique photo sessions
- Scheduled and booked locations for photo shoots, working collaboratively with clients and contacts
- Photographed high-quality images for various print and digital projects

Responsibilities: Pitched photo stories to reporters and editors. Conducted research on subjects before photo shoots and planned dynamic and unique photo sessions. Scheduled and booked locations for photo shoots, working collaboratively with clients and contacts. Photographed high-quality images for various print and digital projects.

On-the-Job Training, On-the-Job Training

Duration: Jun 2007 - Oct 2007

Summary:

- Conducted new hire orientations and training sessions, and trained current employees on new equipment and procedures
- Maintained updated training records for the employees
- Prepared and updated training handouts, manuals, and digital tutorials

Responsibilities: Conducted new hire orientations and training sessions, and trained current employees on new equipment and procedures. Maintained updated training records for the employees. Prepared and updated training handouts, manuals, and digital tutorials.



Brand Ambassador, Brand Ambassador

Duration: Aug 2004 - Jun 2006

Summary:

- Showed understanding of customer's personal style and preferences when offering product advice
- Increased brand awareness through event marketing, demonstrations, sales, and brand promotion
- Engaged, educated, and befriended customers to deliver an amazing shopping experience
- Communicated product information with confidence and educated consumers about the company
- Planned future sampling opportunities and special events
- Approached strangers and interacted in natural conversation with the goal of developing brand loyalty

Responsibilities: Showed understanding of customer's personal style and preferences when offering product advice. Increased brand awareness through event marketing, demonstrations, sales, and brand promotion. Engaged, educated, and befriended customers to deliver an amazing shopping experience. Communicated product information with confidence and educated consumers about the company. Planned future sampling opportunities and special events. Approached strangers and interacted in natural conversation with the goal of developing brand loyalty.

EDUCATION

- **Computer System Design and Programming**
AMA Computer College - Cagayan De Oro City, Philippines
Jun 2007 - May 2008
- **Business Management**
Xavier University - Cagayan De Oro City, Philippines - Fourth year
Jun 2000 - May 2005
- **High School Diploma**
Lourdes High School - Cagayan De Oro City, Philippines
Jun 1996 - May 2000

