



KRIZIA ELLAISE D. ESPILOY

☎ 0916 757 1826

✉ krzellaise@gmail.com

📍 64C Salazar Drive Balonbato, Quezon City, NCR, Philippines

A motivated and passionate individual seeking an opportunity to start a career with your company. A diligent and goal-oriented Accountancy student with strong communication and technical skills. Eager to contribute to a dynamic work environment and willing to learn and gain more experience, knowledge, and skills that could contribute to my personal and professional growth.

ABILITIES

Organization Treasurer (2021 - Present)

- Salazar Youth Organization

Handled and monitored expenses and ensured transparency and accountability in all financial matters.

Private Tutor / Self-Employed (2020-2022)

- Private Tutor for K-6 students

Provided one-on-one academic support to primary-level students and helped them understand lessons and complete assignments during pandemic.

Craft Business Owner / Self-Employed (2025 - Present)

- Handmade Goods

Produced handmade items with attention to detail. Processed orders, handled packaging, and ensured on-time deliveries. Promoted products through social media.

Independent Reseller / Self-Employed (2021 - Present)

- Kpop-Merch Buy and Sell

Handled buying and selling Kpop albums, photocards, and official goods through social media, specially on X (formerly twitter). Processed customer orders, handled inquiries, and ensured timely delivery.

Handled financial transactions and coordinated shipping logistics.

EDUCATION

College

Philippine School of Business Administration (PSBA) (Present)

- Bachelor of Science in Accountancy

Jose Rizal University (JRU) (2022-2024)

- Bachelor of Science in Accountancy

Senior High School

University of the East (UE) (2019-2021)

- Academic Track - Accountancy, Business, and Management Strand

TECHNICAL /SOFT SKILLS

- Accounting Software (Integrated Accounting & SAP) for beginners
- Microsoft Office
- Canva and Capcut
- Social Media
- Written and verbal communication
- Prioritizing tasks and meeting deadlines
- Teamwork participation
- Quick to adapt to changing environments
- Willingness to gain additional knowledge and experience