

JASMINE R. UKAY

09700711808

jrुकay@addu.edu.ph

Juan dela Cruz Street, Josefina Apt., Davao del Sur, 8000

**SUMMARY**

I am seeking an online position where I can apply my background in accounting, particularly in disbursement processing and financial documentation. With hands-on experience gained from internships in both healthcare and trading industries, I aim to contribute to efficient and accurate financial operations while continuing to grow professionally in a remote work environment. I am motivated, detail-oriented, and eager to support businesses through reliable and organized virtual work.

WORK EXPERIENCE**Online school service (Part-time)****2021-2023**

- Assisting students with their accounting-related homework and assignments.
- Helping students develop a deeper understanding of Excel by teaching them basic formulas and essential functions.

Assistant Bookkeeping (Part-time at TomBenJas Catering Services)**2020-2022**

- Assisting my parents in organizing our financial statements and transactions.
- Assisting them in organizing the budgets for the office and catering supplies

Kalidad Home Health Quality Services Corporation Intern**2024-2025**

- Organized patient files and medical records.
- Assisted in data entry and database management.
- Assisted in maintaining accurate financial records.
- Updated ledgers, journals, and other financial documents.
- Organized receipts, invoices, and other supporting documents.

NPL Medical Trading Intern

- Maintained organized records of receipts, purchase orders, and payment vouchers.
- Helped digitize and file financial documents for auditing purposes.
- Assisted in preparing and processing payment vouchers for suppliers and service providers.
- Recorded all outgoing payments in the disbursement journal.
- Reviewed receipts and invoices to ensure accuracy and completeness before disbursement.

BORS Finance (Assistant Short Video Editor)

- Trimmed, cut, and synced video and audio clips.
- Assisted in applying transitions, effects, and overlays under the direction of the lead editor.
- Adjusted background music and audio levels for clarity.
- Helped clean up audio using noise reduction or basic EQ tools.

Part-Time Research & Academic Writing Assistant

- Assisted students in developing research topics, problem statements, and objectives
- Guided proper research methodology, data collection, and analysis
- Reviewed and edited research papers for clarity, structure, and academic quality
- Ensured correct formatting, citations, and compliance with academic standards (APA/MLA)
- Provided constructive feedback while maintaining academic integrity
- Supported students in meeting deadlines through organized and timely guidance
- Applied strong analytical, critical thinking, and technical writing skills

Canva Design & Editing

- Graphic Layout Design – Creating clean and visually balanced designs by arranging text, images, icons, and colors using Canva templates and custom layouts.
- Content Editing – Modifying existing designs to improve readability, alignment, spacing, and overall visual appeal.
- Brand Consistency – Applying consistent colors, fonts, and styles to match brand guidelines across posters, social media posts, and presentations.
- Social Media Graphics – Designing promotional posts, announcements, and story layouts optimized for platforms like Facebook and Instagram.
- Presentation Design – Enhancing slides with visual elements such as charts, icons, and infographics to support clear communication.
- Image Enhancement – Adjusting brightness, contrast, cropping, and filters to improve image quality using Canva tools.
- Template Customization – Adapting ready-made templates to suit specific purposes such as marketing, academic, or business use.
- Text Formatting & Typography – Selecting appropriate fonts, font sizes, spacing, and hierarchy to ensure clarity and professionalism.

EDUCATION

Bachelor of Science in Management Accounting

2020-2025

Ateneo de Davao University

- Major in Management Accounting.
- Final CGPA: 3.00

KEY SKILLS

- Basic knowledge in Excel and SPSS
- Time Management
- Attention to detail
- Basic knowledge in bookkeeping