



SHIENALEE HITONES

FREELANCER

Hello! I'm Shienalee, a dedicated freelancer with a strong background in the corporate world, now specializing in virtual assistant services. My goal is to help businesses and entrepreneurs streamline their operations, enhance productivity, and achieve their goals through personalized, high-quality support. With a keen eye for detail, a strong work ethic, and a commitment to excellence, I'm here to manage the tasks that allow you to focus on what truly matters in your business. Let's collaborate and bring your vision to life!

Contact

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Education

● Bachelor of Science in Business Administration major in Financial Management

Notre Dame of Dadiangas University

2015-2019

Skills

Data Reconciliation

Administrative

Email Management

Appointment Settings

Website & Graphic Design

Video Editing

Logo Design

Social Media Management

Content Calendar Management

Data Entry Management

Experience

● Bank Reconciliation Officer

Dole Philippines Inc.

Dec 2022 - Aug 2023

Monitor bank statement updates versus SAP system. Handle all bank transactions per banks of 4 entities. Clearing bank transactions and company transactions per periodic Recording bank charge and other charges every period

● Statement of Account Officer

FARB- Multi purpose Cooperative

Sept 2021- Dec 2022

Dole Philippines Procurement purchasing department. Reconciling SOA of Supplier Fixing SAP Purchase Order to process the invoice for payment.

● Store Supervisor

Delibites Concept Corporation

Nov 2019 - Dec 2020

Supervising Jm shawarma store (6 in davao) Checking sales clearing Presenting sales growth through business review Conducted monthly audit for 6 stores

Language

Filipino

English

Certificates

Certificates of Attendance

2024

Surge Mastersclass Virtual Training

Certificates of Appreciation as Best in Email Marketing

2024

Surge Mastersclass Virtual Training

Certificates of Appreciation as Best in Website Design

2024

Surge Mastersclass Virtual Training

Certificates of Appreciation as Best in Early Bird Attendee

2024

Surge Mastersclass Virtual Training