



CONCHITA ACALA

GENERAL ADMINISTRATIVE VIRTUAL ASSISTANT | ADMINISTRATIVE SUPPORT & SOCIAL MEDIA

PROFILE

Social Media Management (SMM), Influencer, Setting-up and managing Facebook ads. Skilled Graphic Designer who assembles together images, typography, or motion graphics to create a piece of design primarily for publication, a part time on-call NCII Tour Guide and working as Treasurer at the office of the smallest form of Local Government of the Philippines.

CONTACT

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Barangay Gubat, Daet,
Camarines Norte,
Philippines

EDUCATION

1994-1996

GREGG BUSINESS COLLEGE

- Computer Secretary

2015-20

TECHICAL EDUCATION AND
SKILLS DEVELOPMENT

AUTHORITY (TESDA)

- NCII

SKILLS

- Social Media Manager (SMM)
- Facebook Add sitter
- Influencer
- Digital Graphic Designer
- Tourguiding
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English (Fluent)

WORK EXPERIENCE

LGU Barangay Gubat

2000 - PRESENT

Barangay Treasurer

- Work for 23 years Executive Secretary of the Punong Barangay for purposes of implementing the barangay ordinances, resolutions and related rules and programs and Over-all Secretary of judicial department for purposes of Katarungang Pambarangay operation and management.
- Presently Working as the Barangay Treasurer of the Local Government Unit of Barangay Gubat, Daet, Camarines Norte for the purpose of collecting taxes, fees, contributions, and other monies due to the barangay and to determine the estimated income to be used as a source of funds in the budget. To render reports on checks, cash and PCF disbursements, and to submit detailed statements of income and expenditures of the past and current years to the PB. Do the record keeping of supplies, materials and properties and assist the PB in the conduct of physical count of property.
- Social Media Manager of Barangay Gubat facebook page.

Portalloy Industrial Corporation

1994-1999

Sales Secretary for 5 years

- Work as a Sales Assistant with Key Responsibilities:
- Answer Phone Calls, encode different documents such as Invoice, submit documents for biddings online, release scheduled checks to suppliers, keep inventory of office supplies and ordering new materials, maintaining files, overseeing clerical tasks such as sorting and sending mail, taking and delivering messages and welcoming visitors to our office.

INTEREST AND HOBBIES

Gardening, Riding Bicycles, Motorcycling, Swimming, Singing

REFERENCE

OLIVER S. VASQUEZ

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MARICRIS V. BITARA

MSWD of LGU-Daet

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