



OLIVIA ALAINNE OLIVA

Graphic Designer/ Bookkeeper

I am currently looking for a job to support my family. I am able to handle multiple tasks on a daily basis. Having an extensive knowledge in Social Media Marketing, I am confident that I can do well in terms of working individually or by group. I use a creative approach to solve different circumstances. I am a person who is great at time management.

EXPERTISE

Management Skills
Accounting
Bookkeeping
Content Creation
Graphic Designing

EDUCATION

2007 - 2013 **North City Central School**
Elementary
2013 - 2017 **Zamboanga del Norte NHS**
Secondary
2017 - 2019 **Saint Vincent's College Inc.**
Senior Highschool
2019 - 2022 **Saint Vincent's College Inc.**
College

LANGUAGE

English
Tagalog

WORK EXPERIENCE


2019 - Present **Bookkeeper**
AironRafael Store
2021 - 2022 **Graphic Designer/Content Creator**
Freelance
2021 - 2022 **Office Aide**
Provincial Governor's Office ZN

CERTIFICATE

NCIII Bookkeeping
TESDA (2018)

CONTACT

 +639709858261

 olivaalainne@gmail.com

