




Joyce Anne B. Bermudez

CONTACT

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 0995 0356 111

 September 14, 1994

EXPERTISE

- Customer Support (chat, email, phone)
- Email & Calendar Management
- MS Excel, Canva, Google Workspace
- Executive & Admin Support
- SAP, CIMS, POS Systems
- Inventory & Report handling
- Basic bookkeeping
- Data Entry & File Organization
- Multi tasking, Time Management, Attention to detail

EDUCATION

BACHELOR OF ARTS IN PSYCHOLOGY

2011-2015

Tarlac State University

REFERENCES

* Ms. Christine C. Tabamo

Division Head- Finance Dept
JVP BREADKING FOOD CORP.
09655600931

* Ms. Danielle Mae S. Sy



Business Relation Officer
RCBC Tarlac
09913499979

* Ms. Rose Marie D. Bolos

HR Assistant
Sungil Phils
09462266784

PROFESSIONAL EXPERIENCE

Accounting Staff | JVP Bread King Food Corp

 Tarlac |  Feb 2024 – May 2025

Role Focus: Back-office support, financial tracking, inventory

- Consolidated and prepared daily sales reports for 5 branches with accuracy.
- Performed inventory checks and reconciled stock movements (deliveries, sales, returns, transfers).
- Entered and validated financial data including deposit slips and collections.
- Supported internal and external audits.

Box Office Assistant | SM Lifestyle Inc.

 Tarlac |  Nov 2017 – Feb 2024

Role Focus: Frontline customer service, POS operations, staff training, admin support

- Assisted customers in-person and via phone with scheduling, ticketing, and inquiries.
- Processed payments, refunds, and daily cash balancing using POS systems.
- Supervised team members and assisted in onboarding new staff.
- Provided admin support to the branch head through reporting and documentation.

Administrative Assistant | OISHI-LMC

 Gerona |  Jan 2017 – Aug 2017

Role Focus: Document management, data entry, reporting

- Provided direct assistance to the Plant Manager with admin tasks and schedules.
- Encoded product orders and processed internal documentation accurately.
- Ensured all reports were fact-checked and submitted with 100% accuracy.

Office Clerk | LGU GERONA

 Gerona |  Jan 2016 – Nov 2016

Role Focus: Clerical support, budget documentation

- Perform clerical functions and process vouchers for LGU expenses and budget.

Virtual Admin | Travel & Tours- Owner

Role Focus: bookings, social media marketing, organizing