



# Joyce Anne B. Bermudez

## CONTACT

 bermudezjoyce14@gmail.com

 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