



## Claire Mae M. Tallo

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☎ 0945-285-1643

📍 Deca Homes 5,  
Basak, Lapu-Lapu City

### SKILLS

- Empathy
- Leadership
- Adaptability
- Communication
- Computer Literacy

### ACHIEVEMENT & AWARDS

- **With Honors in Junior High**  
*SPM Academy Inc.*  
(S.Y. 2014 - 2017)
- **Leadership Awardee - NSTP**  
*University of Cebu — Banilad Campus*  
(S.Y. 2019 - 2020)
- **Dean's Lister, Second Semester**  
(S.Y. 2021 - 2022)
- **17th Annual Accounting Quiz Bowl, MA Cup - 1st Placer**  
(S.Y. 2021 - 2022)
- **Clash of Minds, BSMA - 8th Placer**  
(S.Y. 2021 - 2022)
- **Leadership Awardee - CBEX**  
(S.Y. 2019-2020 & S.Y. 2021-2023)
- **Accounting Jeopardy - 3rd Placer**  
(S.Y. 2023-2024)

### CAREER OBJECTIVE

To obtain a position where I can utilize my skills to drive the organization's growth, be an additional valuable asset to the company's years of good reputation, and gain valuable field experience.

### EDUCATION

- **Bachelor of Science in Management Accounting**

University of Cebu — Banilad Campus

(S.Y. 2019 - 2024)

- **Accountancy, Business, and Management**

University of Cebu — Banilad Campus

(S.Y. 2017 - 2019)

### WORK EXPERIENCE

#### PwC Philippines

- **Inventory Associate | Counter**

(June 2020 - October 2020)

Ensuring the count of the goods/materials are based on actual count, reconciling with the operations, ensuring mathematical accuracy, & peer checking of count sheets to prevent errors.

- **Inventory Associate | Reconciler**

(November 2020 - Present)

Ensuring stock reports are accurate, checking and validating the operations and counters count sheets, obtaining necessary files and documents. Handle the team and admin works.

- **Registration Specialist**

(2021 and 2023)

Processes the company's renewal of business permits and licenses, real property tax, and local business tax.

### REFERENCES

#### Aliza Jane Berongoy, R.N.

Staff Nurse  
Cebu North General Hospital  
0994-579-5713

#### Mary Kris Maglasang

Customer Service Representative  
Teleperformance  
0927-133-9436