






MANILYN ROM

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PERSONAL DATA

LinkedIn Profile: www.linkedin.com/in/manilyn-rom

OBJECTIVE

To be part of an organization where I can share my skills, capabilities and knowledge from my previous work industry learning, and to exhibit high impact contributions through empowering people and driving performance and at the same time, trying new things on improving efficiency on assigned tasks.

SKILLS & CAPABILITIES

- ❖ Fluent in English with good written and verbal presentation skills. Use proper grammar and have a good speaking voice.
- ❖ Speaks basic French language.
- ❖ Able to get along well with co-workers and accept supervision.
- ❖ Microsoft Office 365, Business Central and Computer Literate.
- ❖ Avalara AvaTax / ECM Pro
- ❖ Syspro System
- ❖ Fast Learner and Attention to Detail.
- ❖ Researching / Communication / Organization / Analyzing
- ❖ Have patience towards work, able to work with less supervision and possess positive working attitude.

WORK EXPERIENCES

ACCOUNTING CLERK

FLEXPIPE, INC. (*and 80/20 brand*)

August 2022 to Present

- Customer's Account Opening Setup in Business Central.
- Collection using Collection Manager (iPayment/iSolutions).
- Processing Invoice Corrections.
- Bank Reconciliations for Credit Card Transactions.
- Invoices and Payments Reconciliations.
- Applying Direct Deposits and Check Payments through Cash Receipt Journals.
- Processing Check Deposits to Bank Accounts through Remote Scanner Deposit.
- U.S. Sales & Use Tax Remittance for Multiple States.
- Tax Exemption Certificates.

COLLECTION AGENT

ROYAL BROKER SOLUTIONS (*formerly Platinum Financial*)

November 2019 to July 2022

- Utilizing various tracing and analyzing techniques and strategies to collect personal information of customers with outstanding debts.
- Contact customers with balances and negotiate payments terms and schedules.
- Communicate with management and other team members about methods and other strategies to ensure a positive rate of customers agreeing to repay their debts.

**ADMINISTRATIVE MANAGER
ASTORGA & REPOL LAW OFFICES**

July 2014 to July 2019

- Performs human resources duties. Conducts performance evaluation, handles disciplinary actions and process payroll for the staff. Handles budget and oversee finances. Oversees the day-to-day operations in the office.
- Ensures a safe, secure and well-maintained facility that meets environmental, health and security standards.

**EXECUTIVE LEGAL SECRETARY
ASTORGA & REPOL LAW OFFICES**

May 2012 to July 2014

- Listens and communicate to ensure that the information is relayed correctly. Potentially speaking with clients and other Lawyers from other offices. Keeping the working day in order. Receiving, opening and sorting mail from the post office. Scheduling appointments, meetings, court dates, travel plans, billing, *etc.* Writing emails and documents, such as; *Deeds, Wills and Affidavits*, scanning, faxing, copying.
- Review and proofread documents for errors and to make sure it complies with legal procedures.

**MARKETING ASSISTANT
HIGHLANDS PRIME, INC.**

August 2011 to March 2012

- Discuss to clients about property details, computations and payment scheme whenever the broker is not available. Updates availability of the property and its prices and promotions.
- Preparing real estate forms and documents and assisting closing processes.

EDUCATION

Bachelor of Science in Hotel, Restaurant & Tourism Management
Class of 2011
Visayas State University
ViSCA, Baybay City, Leyte, 6521 Philippines

REFERENCES

ATTY. ARTURO CARLOS O. ASTORGA II

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