

May Ann Villamarin



PORTFOLIO

Financial & Accounting Operations |
Bookkeeping, AP & AR Support

[VIEW MY WORK](#)

01

A LITTLE ABOUT ME

I'm a Service & Accounting Officer with nearly 10 years of experience in banking, billing, customer service, and financial operations.

I specialize in bookkeeping support, AP/AR, billing, reconciliation, account handling, and back-office administrative tasks. I am highly organized, detail-oriented, and committed to supporting business operations with accuracy, efficiency, and professionalism.



02

WORK EXPERIENCE

Corporate Work

PHILIPPINE BANK OF COMMUNICATIONS - 2024
SERVICE & ACCOUNTING OFFICER

EASTWEST BANK CORPORATION (2017-2024)
SALES & SERVICE ASSOCIATE

BILLING CUSTOMER REPRESENTATIVE (2016-2017)
CONCENTRIX (US CLIENTS)

Freelance Work

PHOTO EDITING
(2020-PRESENT)



03

EDUCATION



Education

AMA COMPUTER COLLEGE
Bachelor of Science in Computer Science
S.Y. 2013 - 2016

Developed core knowledge in computer systems, data handling, analytical thinking, and digital tools, providing a strong foundation for roles involving administrative support, operations, financial systems, and technology-driven workflows.

Certifications & Courses

- MS EXCEL FOR FINANCIAL ANALYSIS (INTERMEDIATE)
- QUICKBOOKS - ADVANCED
- EF SET - C1 ADVANCED
- 16PERSONALITIES - COMMANDER
- KYC & COMPLIANCE TRAINING
- CUSTOMER SERVICE EXCELLENCE

04

SKILLS & EXPERTISE



Core Competencies

- Bookkeeping & Financial Operations
- Accounts Payable / Accounts Receivable
- Billing, Invoicing & Collections
- Reconciliation & Account Analysis
- Financial Data Management
- QuickBooks Online & Spreadsheet Tools
- Administrative Support
- Client & Account Coordination
- Process Improvement
- Accuracy & Compliance



INSPIRED WORK *MEETS* REAL IMPACT

WORK WITH ME

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