

Master Resume Template — Centered, Maximized

Standard for all Jill Cabaluna resumes going forward. Established 2026-07-29. Source PDF: Cabaluna, Jill Frances P_1 copy.pdf (in this vault's root). Layout differs from the source PDF in two ways: (a) all subject headlines are **centered** rather than left-aligned, and (b) the layout is **space-maximized** (tighter margins, 9pt body, 1.25 line spacing) to keep everything on a single page.

Layout rules

Element	Style
Name (H1)	Centered, large bold (~16–18pt).
Contact line	Centered, single line, icons or separator dots.
Section headers (H2)	Centered , ALL CAPS, bold, with horizontal rule underneath.
Job title + date row	Title left-aligned bold; date right-aligned (per row).
Company name	Italic, left-aligned, immediately below title.
Bullets	Left-aligned, tight spacing.
3-column sections (Core Competencies)	3 equal columns; category labels bold.
Margins	0.4 in all sides (tight).
Body font	Helvetica/Arial 9pt, line height 1.25.
Page target	Single page. If a tailored variant overflows, cut a bullet — do not spill to page 2.

Template (Markdown)

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# Jill Frances Cabaluna

■ cabajilluna@gmail.com ■ +63 994 601 4521 ■ Davao City, Davao del Sur, Philippines

## SUMMARY

[2-4 sentences. Lead with the credential combination (certified + degree + experience).
Name the artifact-class you build, the scale you operate at, or the wedge you bring.
Close with a 3-trait signal: reliable, analytical, committed.]

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## CORE COMPETENCIES

**Bookkeeping & Accounting**      **Software, AI & Tools**      **Professional Skills**
- Full-Cycle Bookkeeping          - Xero (Certified)            - Attention to Detail
- AR/AP                           - Advanced Excel              - Problem-Solving
- Bank Reconciliation             - QuickBooks                  - Reliability & Integrity
- Payroll Processing              - R / Stata                   - Clear Communication
- General Ledger Management       - SQL (PostgreSQL / MySQL)    - Client Orientation
- Month-End Close                 - Power BI / Tableau          - Time Management
- Financial Reporting             - Claude Code + MiniMax (AI)  - Initiative & Proactivity
- Regulatory Compliance           - Obsidian (daily vault)      - Cross-functional Collaboration
                                  - VS Code · Git · Notion

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## PROFESSIONAL EXPERIENCE

**[Title]**                        [Start Date] – [End Date]
*[Company Name]*
- [Verb-led bullet, 4-rule compliant.]
- [Verb-led bullet, 4-rule compliant.]
- [Verb-led bullet, 4-rule compliant.]
- [Verb-led bullet, 4-rule compliant.]
- [Verb-led bullet, 4-rule compliant.]

**[Title]**                        [Start Date] – [End Date]
*[Company Name]*
- [Verb-led bullet, 4-rule compliant.]
- [Verb-led bullet, 4-rule compliant.]
- [Verb-led bullet, 4-rule compliant.]

**[Title]**                        [Start Date] – [End Date]
*[Company Name]*
- [Verb-led bullet, 4-rule compliant.]

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## EDUCATION & QUALIFICATIONS

**Bachelor of Science in Economics, Major in [Major]** [Start Year] – [End Year]
*[University], [City, Country]*
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- Graduated: [Date] ([Honors])
- Relevant Coursework: [list 4-6]

KEY CERTIFICATIONS

[Certification Name] [Date]
[Issuing Body]

[Certification Name] [Date]
[Issuing Body]

GOVERNMENT ELIGIBILITY

[Eligibility Name] [Date]
[Status / Issuer]

LANGUAGES

[Native Language] (Native) · [Second Language] (Fluent) · [Third Language] ([Level])

REFERENCES

[Reference Name], [Title], [Company]
[email], [phone]

Worked example — Jill's current master (default content)

This is the filled-in version reflecting Jill's actual record as of 2026-07-29.

Jill Frances Cabaluna

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SUMMARY

Certified Bookkeeper (TESDA National Certificate Level III & Xero) and Economics graduate (Cum Laude, USEP) with hands-on experience in full-cycle bookkeeping, financial reconciliations, and payroll processing. Proficient in Xero and Advanced Excel, with a proven track record of building dashboards that streamline reporting and accelerate month-end closing. Combines technical accounting precision with a strategic mindset, supporting business growth through client onboarding, process documentation, and workflow optimization. Reliable, analytical, and committed to accuracy and compliance.

CORE COMPETENCIES

Bookkeeping & Accounting	**Software, AI & Tools**	**Professional Skills**
- Full-Cycle Bookkeeping	- Xero (Certified)	- Attention to Detail
- AR/AP	- Advanced Excel	- Problem-Solving
- Bank Reconciliation	- QuickBooks	- Reliability & Integrity
- Payroll Processing	- R / Stata	- Clear Communication
- General Ledger Management	- SQL (PostgreSQL / MySQL)	- Client Orientation
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	- VS Code · Git · Notion	

PROFESSIONAL EXPERIENCE

Bookkeeper (Contractual, Part-Time) Apr 2026 – Present

Quantivo Client Growth Systems · Digos, Philippines

- Manage full-cycle bookkeeping including GL, AP/AR, payroll, and bank reconciliations using Advanced Excel and Xero
- Built an Excel dashboard that automated reconciliation tracking, reducing month-end closing time by 2 days
- Process contractor disbursements and ensure accurate, timely payroll via digital banking platforms

- Support regulatory compliance, client billing, and financial administration
- Contribute to business strategy through client onboarding, process documentation, and workflow optimization

****Intern (Banking Operations)**** Jul 2025 - Jul 2025

LandBank of the Philippines · Davao City, Philippines

- Processed and verified client account applications via the Digital Onboarding System (DOBS), ensuring regulatory compliance
- Organized and analyzed loan application files to support credit evaluation and departmental efficiency
- Gained hands-on exposure to retail banking, compliance standards, and credit risk assessment

****Project Transcriber / Translator (Project-Based)**** Apr 2025 - Jun 2025

IA - PMD Project · Davao City, Philippines

- Translated and transcribed technical economic documents with strict accuracy, supporting cross-functional communication

EDUCATION & QUALIFICATIONS

****Bachelor of Science in Economics, Major in Monetary and Financial Economics**** 2022 - 2026

University of Southeastern Philippines · Davao City, Philippines

- Graduated: June 2026 (Cum Laude)
- Relevant Coursework: Financial Econometrics · Monetary Economics · International Finance · Economic Research Methods · Statistics

KEY CERTIFICATIONS

****National Certificate Level III Bookkeeping**** May 2026 - Aug 2026

Technical Education and Skills Development Authority (TESDA)

****Xero Certified Associate**** 2026

Xero

GOVERNMENT ELIGIBILITY

****Civil Service Professional Level**** Passed: October 2025

Philippine Civil Service Commission

LANGUAGES

Filipino (Native) · English (Fluent) · Bisaya / Cebuano (Conversational)

REFERENCES

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