

SHERLY A. MENDOZA

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Writer, Blogger, Content Moderator, Social Media Manager, Banker

An aspiring technology, fashion, lifestyle, health and finance writer and blogger. Professional banker since 2005. Background includes customer service, in-house bank marketing, cross-selling, accounting, cash and check processing, loan monitoring and cash balancing. Skilled in WordPress, HTML, Microsoft office. Has an advanced background in using the Internet. Has a medium-level experience in web hosting, domain name registration, cPanel and CMS. Excellent researcher and an avid reader of fashion and tech magazines. Social media manager for a tech-based US company.

JOB EXPERIENCE

Tech Blogger, Writer, Social Media Consultant

Wearable UK – www.wearable.co.uk (December 2013 to May 2014)

JOB Description

- Writes about wearable tech, gadgets and wearable fashion articles.
- Reviews the latest wearable tech and gadgets.
- Manages all the website's social media accounts (Facebook, Twitter, Google+ and LinkedIn).
- Researches, reads, posts and schedules content related to wearable tech, gadgets and the likes.
- Post / publishes 3-4 updates a day using the Buffer app.

Tech Blogger, Writer, Social Media Consultant

Telematics UK - www.Telematics.com (December 2013 to May 2014)

JOB Description

- Writes about telematics, car technology, car insurance, car safety, fleet management, infotainment, GPS and vehicle tracking articles.
- Reviews the latest telematics news.
- Manages all the site's social media accounts (Facebook, Twitter, Google+ and LinkedIn).
- Researches, reads, posts and schedules articles related to telematics, car technology, car insurance, car safety, fleet management, infotainment, GPS, vehicle tracking, and the likes.
- Posts / publishes 3-4 updates a day using the Buffer app.

Social Media Consultant

Four Cornerstone – www.FourCornerstone.com (November 2013 to Present)

JOB Description

Freelance Writer

Internet of Things World - www.IoTworld.com (October 2013 to Present)

JOB Description

- Writes articles related to Internet of Things, cloud computing, wearable tech, Big Data, and the likes.
- Fosters discussion by commenting to articles and replying to posts.
- Ask questions, voices opinions and ponders on things related to technology.
- Makes the online community a better place for professional development.
- You can view all my published articles and comment posts [here](#).

Tech Content Moderator

United Business Media – www.UBM.com (May 2013 to Present)

JOB Description

- ✓ Offers advice based on professional experience.
- ✓ Fosters discussion.
- ✓ Ask questions.
- ✓ Makes the online community a better place for professional development.

Owner, Writer, Blogger

TechyFashionista.com (February 2013 to Present)

JOB Description

- ✓ Writes and blogs content related to technology, fashion, lifestyle, health and finance. Posts, formats and publishes articles to the website and other online portals such as EzineArticles.com.
- ✓ Manages the website and its content.
- ✓ Markets the website's offered services to clients.

Banker

Bank of the Philippine Islands (BPI) (May 2011 to Present)

JOB Description

- ✓ Assists sundries.
- ✓ Identifies and reports suspicious transactions under the Anti-Money Laundering Law.
- ✓ Processes cash / check deposits and payments.
- ✓ Verifies and disburses loan payments.
- ✓ Posts online transactions.
- ✓ Prepares cashbooks.
- ✓ Accepts and processes cash collections.
- ✓ Posts debit and credit memos.
- ✓ Sorts and bundles bills.
- ✓ Accounts, verifies and posts ATM deposits.
- ✓ Processes incoming and outgoing FX telegraphic transfers and demands drafts.
- ✓ Encodes and validates over-the-counter transactions.
- ✓ Performs check and cash monitoring at the end of the day.
- ✓ Balances all finance-related transactions.

United Coconut Planters Bank (May 2009 to June 2011)

JOB Description

- ✓ Ensures effective and efficient customer service relative to opening of new accounts, cross-selling of products and services of the Bank and its affiliates, monitoring of loans, and handling of customer inquiries and complaints.
- ✓ Processes renewals, roll-overs, terminations of Peso and Dollar CTDs, Trust and Money Market placements.
- ✓ Assists in the in-house marketing and cross-selling of other products and services of the bank and its affiliates.

Bank Teller / Acting Senior Bank Teller

United Coconut Planters Bank (March 2007- May 2009)

JOB Description (Teller)

- ✓ Processes check and cash deposit, cash withdrawals, check encashment, sales of managers' checks/MCs/drafts and in local and sale or purchase foreign currencies and other over-the-counter transactions.
- ✓ Accepts cash and check deposits from the pick-up point.
- ✓ Performs ATM related activities (eg. ATM cash dial combination, cash balancing and cash reconciliation).

JOB Description (Acting Senior Teller)

- ✓ Supervises window tellers.
- ✓ Reviews and verifies signature of Inward Clearing Checks, encashment, withdrawals, debit authorities, internal tickets, disbursement vouchers, etc
- ✓ Responsible in the preparation of accounting entries for posting in the General Ledger, monitors certain account and ensures propriety of the outstanding balances with entries in both general and subsidiary ledger, process Inward and Outward Clearing for Peso and FCDO
- ✓ Holds custody of the contents of cash vault; ATM keys and dial combination per policy guidelines; maintaining CIV level within approved benchmark; and counts and balances CIV at the end of the day.

Bank Assistant (OJT)

Cooperative Bank of Quezon Province- Microfinance Branch (March 2005 – May 2005)

SEMINARS ATTENDED

- Anti-Money Laundering Act (May 2007 UCPB Lucena-Guinto Branch)
- Counterfeit Detection Seminar (May 2007 UCPB Executive Office, Makati Ave., Makati City)
- Signature Verification Workshop (May 2007 UCPB Executive Office, Makati Ave., Makati City)
- Security and Bank Frauds (May 2007 UCPB Executive Office, Makati Ave., Makati City)

- 3rd Sangguniang Kabataan Provincial Leadership Congress (May 2006 La Carmela de Boracay Hotel)
 - Conference of Aspiring Marketing Professionals (February 2006 The Forum, PICC Complex, Pasay City)
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EDUCATIONAL ATTAINMENT

- TERTIARY : Southern Luzon State University
Course : Bachelor of Science in Business Management (Major in Marketing Management)
2002 – 2006
 - SECONDARY : Southern Luzon State University Laboratory High School
1998- 2002
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PROFESSIONAL AND CHARACTER REFERENCES

- **Helen Nathalia**
Co-founder, Creative Director (Theme-Dutch.com)
Koningin Regentesselaan 44, Roermond, The Netherlands
Contact Information (telephone number and email address): available upon request
- **Prof. Christina Abustan**
School of Business Administration (Southern Luzon State University)
Contact Information: available upon request
- **Rene Alimagno**
Bank Manager (UCPB)
Batangas City, Philippines
Contact Information (telephone number and email address): available upon request