

Maria Clara Santos

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CAREER OBJECTIVE

BS Accountancy graduate (Cum Laude, Polytechnic University of the Philippines) with completed OJT at an auditing firm and CPA board exam scheduled for October 2026. Seeking an audit associate or accounting staff role in Metro Manila.

EDUCATION

BS Accountancy – Cum Laude (GWA 1.45) 2021 – 2025
Polytechnic University of the Philippines, Manila

- Dean's Lister, 6 consecutive semesters
- Thesis: audit analytics adoption among Metro Manila SMEs – defended with distinction

ON-THE-JOB TRAINING (OJT)

Audit Intern – 600 hours completed Feb – Jun 2025
Reyes, Dizon & Co., CPAs – Makati

- Assisted in audit fieldwork for 4 SME clients (vouching, bank recs, PPE lapsing schedules)
- Prepared working papers reviewed by the audit senior with minimal corrections
- Performed cash counts and inventory observation at two client warehouses
- Commended by the engagement senior for working-paper completeness at exit evaluation

LEADERSHIP & ACTIVITIES

- Treasurer, Junior Philippine Institute of Accountants (JPIA) chapter – managed a ₱120,000 annual budget
- Organized three inter-school accounting quiz bees with 200+ participants
- Student volunteer, university community tax-assistance drive (2024, 2025)

SEMINARS & TRAININGS

- PFRS Updates Seminar – PICPA, March 2025
- QuickBooks Online basic training – completed with certificate, 2025
- Basic Data Analytics for Accountants – DAP webinar series, 2024

SKILLS

Excel (pivot tables, lookups), QuickBooks, Xero (basic), SAP exposure from coursework
Working papers, vouching, bank reconciliations, PPE lapsing schedules
English and Filipino – fluent (written and spoken)

CHARACTER REFERENCES

Available on request.