

# RESUME



## Mr. Elbert H. Villariza

Present address: Section 1, Fuxing East Road, Zhubie City, Hsinchu County, 302, Taiwan

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Objectives: Seeking a position in a company where I can contribute my extensive experience and skills to ensure the business exceeds expectations for superior delivering financial reports to the board of directors. I am willing to be assigned to other countries to meet company objectives.

### Personal Statement:

I am hard-working, diligent, and adaptable, scheduling and meeting deadlines. I love to meet new people, and share knowledge or any experience, and easy going. I can work under pressure and love to learn new things. Organize and neat individuality.

### Summary of Qualification:

I have more than 10 years of English teaching, well rounded in finance and operation management experience. Presently working as English Teacher at Joy English Nantou Branch. Besides of English teaching, I also have extended knowledge of bookkeeping, overseas consultancy operation, and academic school operation in educational institutions. Well-experienced in using software such as Microsoft Suite, QuickBooks Accounting, Vietnamese Weekend Software, customized Online Operation System for Vietnam, SQL Accounting Customized Program, and Peachtree Accounting Software.

### Strengths/Skills:

- Goal oriented: results achiever, Meeting deadlines
- Critical thinking: Decision-making skills.
- Communicating: Communication Skills
- Flexibility and Adaptability
- Negotiating: Negotiation skills
- Sales skills: Persuading people
- People oriented: Customer service skills.
- Positive Attitude: Creating a positive work environment.
- Financial management and controlling
- Flexibility and Adaptability

### Employment History:

#### Joy English School Guanpu/Guandong Branch – Taiwan

www.joyedugroup.com

No. 280, Longshan East Rd., Dist., Hsinchu City, County, 300, Taiwan, R.O.C.

(+886) 03 579-5833

### **English Teacher**

October 15, 2022 – Present

- Teaching General English to young and adult learners.
- Teaching phonics and pronunciation to young learners.
- Teaching speaking and listening skills to learners of all ages.
- Support monthly school activities such as Speech Contests, Reading Contests, Performance, and other related to English learning activities directly by Academic Head.
- Attending quarterly Teacher's training and workshop for career development.
- Creating lesson plans and incorporating interesting, and interactive activities.

### **Kiwi Kindergarten School – Zhubie Branch in Taiwan**

No. 3, Ln., 155, Guangming 9<sup>th</sup> Rd., Zhubie City, Hsinchu County, 30268, Taiwan, R.O.C.

### **English Teacher**

September 20, 2020 – June 30, 2023

- Teaching General English to young and adult learners.
- Teaching phonics and pronunciation to young learners.
- Teaching speaking and listening skills to learners of all ages.
- Support monthly school activities such as Speech Contests, reading contests, and others related to English learning activities directly by Academic Head.
- Attending Teacher's quarterly Teachers training and workshop for career development.
- Creating lesson plans and incorporating interesting, and interactive activities.

### **Joy English School Nantou Branch in Taiwan**

[www.joyedugroup.com](http://www.joyedugroup.com)

1<sup>st</sup> Street Zhongxing Rd., Nantou City, Nantou County, 540, Taiwan, R.O.C.

(+886) 049-2241482

### **English Teacher**

September 18, 2020 – September 17, 2022

- Teaching General English to young and adult learners.
- Teaching phonics and pronunciation to young learners.
- Teaching speaking and listening skills to learners of all ages.
- Support monthly school activities such as Speech Contests, reading contests, and others related to English learning activities directly by Academic Head.
- Attending quarterly Teacher's training and workshop for career development.
- Creating lesson plans and incorporating interesting, and interactive activities.

### **Cleverlearn English Language Center in Vietnam**

Cleverlearn Inc. (USA)

4/91 Luong Dinh Cua Street, Phuong Mai, Dong Da District, Hanoi City, Vietnam  
info@cleverlearnvietnam.vn  
(+84) 024 32252334 Or (+84) 978888402

### **Director of Finance and Operation**

August 31, 2016 to August 15, 2020

#### **Financial Management, Internal Audit, Planning & Analysis**

- Lead annual budgeting and planning process for an annual budget with the CEO.
- Responsible for Accounting policy and governance
- Cash flow management and liquidity (specifically relating to Reserving Policy)
- Develop and manage the annual budget.
- Lead of production of monthly and quarterly assessments and forecasts of financial performance against budget & cash flow, financial and operational goals
- Develop long-range forecasts and maintain long-range financial plans.
- Develop, maintain, and monitor all fundraising and accounting systems and procedures capturing all pledges, billings, and receipts and for the recording of all revenue transactions, recommend and implement improvements to systems.
- Prepare draft audit accounts and be a liaison with the externally appointed auditor.
- Prepare monthly and quarterly management accounts for the organization including reports to the Finance Committee & Staffing Committees and Board
- Service the Finance Committee & Staffing Committee
- Lead on short and long-term financial and managerial reporting
- Oversee day-to-day to day processing of accounts.
- Reconcile monthly activity, generate year-end reports, and fulfill tax-related requirements.
- Manage month-end and year-end closure procedures • Provide financial management of all project-funded activities and programs.
- Work with the CEO on budgetary elements of funding applications and bids
- Maintain archival and financial administrative files.
- Manage payroll, employee benefits, and organizational insurance.
- Manage bank accounts to ensure sufficient liquid funds whilst investing surplus cash.
- Ensure that accounting requests are resolved and communicated promptly to internal and external parties.
- Act as the Company Secretary, including organizing all statutory returns: VAT, PIT, and reporting (annual return)
- Provide strategic leadership and direction for the finance and operation department.
- Understanding market requirements and keeping abreast of the existing and future market trends to enhance competition.
- Provide regular, timely feedback, forecast reports, competitive information, and field intelligence to corporate headquarters.
- Ensure that system administration will run smoothly and efficiently.

#### **Internal auditing**

- Develop a thorough understanding of business processes in scope for assigned audits and document the process in flowcharts and/or process narratives. Cleverlearn consists of 19 branches or franchisees.
- Develop a risk-based test plan by selecting an appropriate audit approach, test procedures, and sampling criteria based on professional judgment and departmentally defined internal audit methodology.

- Perform audit tests and prepare working papers.
- Identify and document control and provide evidential support for findings.
- Organize and reference working papers for review by the auditing committee.
- Participate in audit closing meetings with the Auditee at the end of fieldwork and provide clear explanations for identified issues.
- Teams with other internal and external resources as appropriate.
- Engaged in continuous support to train and assist other team members.

#### **Operational Effectiveness**

- Coordinate strategy (on behalf of the CEO) to realize ambitions set out in the Corporate Plan
- Oversee management of all operational functions
- Responsible for HR, increasing effectiveness and efficiency.
- Oversee IT & Premises as well as coordination and communication between all operational functions.
- Drive initiatives in the management team and organizationally that contribute to long-term operational excellence.

#### **Organizational Leadership**

- Contribute to short & long-term organizational planning and strategy in support of the Cleverlearn group.

#### **Risk Management**

- Serve as primary liaison to legal counsel in addressing legal issues e.g., copyright, trademarks, antitrust, governing instruments, partnerships, licensing, etc. •
- Oversee organizational insurance policies.
- Contribute to the review and update of the risk register reports.
- Maintain and review all office policies and procedures, including health & safety, environmental and ensure compliance with all relevant legislation.
- Report directly to the CEO/General Director of Cleverlearn.

### **Cleverlearn English Language Center/Cleverlearn Vietnam**

#### **Finance Controller**

June 1, 2013, to *August 31, 2016*

- Participate in establishing the accounting policies, procedures, and internal controls, including but not limited to revenue recognition, cash management, and controls, expense approval authorities, depreciation schedules, etc.
- Review, maintenance, and continuous improvement of the internal control systems to ensure the accuracy and integrity of the financial data.
- Prepare internal and external reports.
- Ensure that all balance sheet accounts are reconciled and supported with proper backup.
- Check monthly/quarterly/yearly tax declarations: PIT (personal income tax), CIT (Corporate Income Tax), and others.
- Supervise staff to handle accounting tasks such as tax, financial reports, accounts payable and receivable, sales accounting, shared service cost, payroll, bank account, bank reconciliation, and another relevant task.
- Maintains & Reconciles QuickBooks and post entries for depreciation, payroll closure, scholarships, and earned revenue.
- Handles Cash Management (request funding of payables) and safekeeping of Cash and other cash items submitted by the cashier at the end of the day.
- Check the commission list from Corporate Sales and verify the correctness on the commission list

from Study Abroad Company.

- Check the accuracy of payroll and submit it to Directors for approval.
- Assist the Board of Management to identify and evaluate the capital needed and investment returns of potential new projects, including acquisitions, investments, and expansion projects as well as preparation of business plans, budgets, and forecasts.
- Provide oversight over the building premises as a residence director.
- Supervise finance of subsidiary companies.
- Other relevant duties as required by General Director or Deputy General Director
- Supervise and evaluate staff in Finance Department

**Cleverlearn English Language Center  
Dong Da Branch in Hanoi, Vietnam**

**Parttime English Teacher**

**January 2016 – August 2020**

- Teaching General English to young and adult learners
- Teaching phonics and pronunciation to young learners
- Teaching speaking and listening skills to learners of all ages
- Creating lesson plans and incorporating interesting, and interactive activities

**Columbia English Language Center  
Bac Ninh, Vietnam**

**Parttime English Teacher**

**January 2016- August 2020**

- Teaching General English to young learners
- Teaching phonics and pronunciation to young learners
- Teaching speaking and listening skills to learners of ages 4 to 13 years.

**PianoPlus Vietnam  
Van Phuc, Lieu Giai, Ba Dinh, Hanoi**

**Parttime English Teacher**

***January 2016- August 2020***

- Teaching English Language to staffs and managers– Adult students (Practical English).
- Enhanced students' knowledge regarding both grammar and culture.

**Cleverlearn English Language Institute (Phils.)  
Bigfoot Group of Companies, website: [www.cleverlearncebu.com](http://www.cleverlearncebu.com)  
One Hollywood St., IT and Media Park, Lapu-lapu City, Cebu Philippines, 6015**

**Vice President- Finance and Resident Manager  
March 2012, to May 31, 2013**

- Manage the capital request and budgeting process.
- Develop performance measures that support the company's strategic direction.
- Participate in key decisions as a member of the executive management team.
- Maintain in-depth relations with all members of the management team.
- Manage the accounting, legal, & tax compliance, and treasury departments
- Manage third parties to which accounting functions have been outsourced.
- Supervise acquisition due to diligence and negotiate acquisitions.
- Oversee the issuance of financial information.
- Report financial results to the board of directors
- Understand and mitigate key elements of the company risk profile.
- Monitor all open legal issues involving the company, and legal issues affecting the industry.
- Ensure that the company complies with all legal and regulatory requirements.
- Ensure that record keeping meets the requirements of auditors and government agencies.
- Monitor cash balances and cash forecasts.
- Maintain relationships with the banks.
- To oversee the day-to-day activities of the entire school holding weekly meetings with department supervisors and managers
- Provide strategic leadership and direction for business profit.
- Lead a team of key players to formulate and implement business strategies and plans.
- Understand market requirements and keep abreast of the existing and future market trends to enhance competitiveness.
- Build strong branding toward the institutional image and establish good credit within the market.
- Build, motivate, and lead key potential staff for succession planning.
- Provide regular, timely feedback, forecast reports, competitive information, and field intelligence to corporate headquarters.
- Product profitability analysis, Determination of pricing policy, Market Forecasting, Distribution Cost Analysis
- Ensure implementation of the entire enrollment system
- Ensure that system administration and online products run smoothly and efficiently.
- Handle Special Projects and establish their procedures.
- Promote coordination among different departments to build up teamwork and harmonious relations.
- Ensure full compliance with corporate governance and internal control.
- Handle Special Projects and their accounting procedures.
- Develop and implement the budgetary system.
- Supervises five staff in Accounting and Finance Department using QuickBooks Software 2010
- Other tasks assigned by the school President/CEO

#### **Bottle King/PMC (Valenzuela, Manila)**

Jubay, Liloan Cebu, Philippines,  
[aquastar.com.ph](http://aquastar.com.ph), [pmc.com.ph](http://pmc.com.ph)

#### **General Manager**

October 2011 – March 2012

- Building up client relationships, auditing the clients with account outstanding; developing accounting systems and procedures, handling special projects assigned by the Director/Board, and Overseeing the factory.
- Set up Quickbooks Accounting Software 2010 for preparation of monthly and annual Financial

Statement Presentation. The project was very successful and used by the corporation.

- Ensure full compliance with corporate governance and internal control.
- Handle Special Projects and their accounting procedures.
- Develop and implement the budgetary system.
- Supervises and trained three staff in Accounting and Finance Department to use QuickBooks Software 2010

### **Kidshappyfeet English Training and Study Abroad Consultancy**

134 Gongliao St., Taipei County

#### **Director of English Center**

December 2008 to August 2012

- Choose the right school and course for students who plan to study overseas.
- Provide detailed information & culture about school & country assigned.
- Communicate with partners school from Canada and the Philippines
- To determine student's level through assessment oral testing
- Attending school promotions and functions both on and off-site
- Oversee the training center.
- Create activities.
- Preparation of financial statements or bookkeeping uses Quickbooks

### **Cleverlearn English Language Institute, Inc. (CELI)**

**Bigfoot Group of Companies, cleverlearncebu.com**

One Hollywood St., IT and Media Park, Lapu-lapu City, Cebu Philippines, 6015

#### **Deputy General Director-Chief Operating Officer**

December 16, 2007, to November 16, 2008

- Take over the responsibility of the president during his absence.
- To oversee the day-to-day activities of the entire school. Includes the dormitory, food and beverage, housekeeping, and engineering/maintenance.
- Provide strategic leadership and direction for business profit.
- Lead a team of key players to formulate and implement business strategies and plans.
- Understand market requirements and keep abreast of the existing and future market trends to enhance competitiveness.
- Build strong branding towards institutional image and establish good credibility within the market and relationships with key partners from Korea, Taiwan, Japan, Vietnam, China, Thailand, Cambodia, United States, Canada, and other countries.
- Build, motivate, and lead key potential staff for succession planning.
- Provide regular, timely feedback, forecast reports, competitive information, and field intelligence to corporate headquarters.
- Product profitability analysis, Determination of pricing policy, Market Forecasting, Financial Analysis, Evaluation of salesmen's incentive compensation, Coordinate with marketing on collaterals
- Ensure full compliance with corporate governance and internal control.
- Examined and controlled the local and international bank accounts (including Hong Kong, Korean, and Philippine Corporate accounts
- Manage the 5 staff in the finance and accounting department using QuickBooks Software 2003

**Cleverlearn English Language Center-Vietnam (Hanoi Branch)****Bigfoot Group of Companies, cleverlearvietnam.com.vn**

Bldg.3/2C Van Phuc Diplomatic Compound, Van Bao St., Ba Dinh Dist., Ha Noi, Vietnam

**Branch Manager**

May 25, 2004, to November 14, 2007

- To oversee the day-to-day activities of the entire school holding weekly meetings with department supervisors and managers and provide strategic leadership and direction for business profit.
- Lead a team of key players to formulate and implement business strategies and plans.
- Understand market requirements and keep abreast of the existing and future market trends to enhance competitiveness, build strong branding towards the institutional image, and establish good credit within the market.
- Product profitability analysis, Determination of pricing policy, Market Forecasting, Distribution Cost Analysis,
- Ensure that system administration and online products run smoothly and efficiently.
- Handle Special Projects and establish their procedures.
- Ensure that Student Services/Customer Service Dept. functions properly and efficiently.
- Promote coordination among different departments to build up teamwork and harmonious relations.
- Supervise and motivate key staff to encourage them to render excellent service.
- Directly report to the General Director
- Ensure full compliance with corporate governance and internal control.
- Handle Special Projects and their accounting procedures.
- Signatory of all local banks for the branch
- Manage the finance/accounting staff department.
- Develop and implement the budgetary system.
- Provide regular Financial Accounting training to accounting staff.

**Cleverlearn English Language Center****Branch in Hanoi, Vietnam****Parttime English Teacher****May 2004 – November 2007**

- Teaching General English to young and adult learners
- Teaching phonics and pronunciation to young learners
- Teaching speaking and listening skills to learners of all ages
- Creating lesson plans and incorporating interesting, and interactive activities

**MANULIFE FINANCIAL OF CANADA (Philippines)**Cebu Business Park, Cebu City, Phils. **manulife.com.ph****Sales Associate/Financial Consultant (License Underwriter Agent)**

Feb. 20, 2004, to May 20, 2004

- Sales calls for prospective clients based on the market survey.
- Present financial proposals to prospective clients and signed up for processing.



- Attending weekly sales meetings with branch managers.
- Make a follow-up with the client's monthly premiums.
- Maintain clients to serve the best.
- Maintain day sales calls and get appointments.
- Maintain monthly sales target.

**PUTNAM VALLEY CORP. (Accredited LACTASOY Products Distributor)**

18 Pedro Clamored St., Camp thaw, Cebu City, 6000

**Chief Accountant**

December 18, 2002, to February 15, 2004

- Supervises two Accounting Staffs uses Peachtree Accounting Software 2000
- Purchase or contact with Thailand Office for additional stocks order.
- Process Accounts payable
- Reconcile bank transactions related to sales/revenue.
- Monthly closing of General Ledger
- Prepare for the cost of imported goods, including lactase products, sandals, shoes, garments, and other stock for sale.
- Manage product sampling or supermarket promotion.
- Maintaining business client relation

**PEMBROKE FINE FURNITURE CORP**

10-H Bellona St., Cadman, Mandaue City, Cebu 6014

**Bookkeeper/Accounting Analysts**

October 1, 2002, to December 15, 2002

- Assisting in auditing policies and procedures and performing journal entries
- Collecting business transaction documents and preparing monthly financial statements
- Compiling, organizing, and comparing financial statements of the past few years with current ones and locating issues.
- Analyzing the general ledger and reconciling the balance sheet
- Evaluating and resolving issues in billing, and profit & loss statements

**LUDO & LUYM CORPORATION (Manufacturing/Production)**

101 Tupas St., Cebu City

**Bookkeeper**

December 18, 1996, to October 10, 2000

- Maintain accounts receivable documentation electronically and on paper.
- Process bank reconciliations and financial reports to verify the practice of proper due diligence.
- Handle cash and deposits using the proper accounting procedures and documentation.
- Process payroll electronic deposits, and employee pay adjustments.
- Analyze cost control and provide timely financial information to support corporate goals.
- Increased efficiency and alleviated workloads by creating a new Excel financial recording system.
- Conduct monthly inventory physical counts.

- Process monthly accounts receivable for a subsidiary company
- Assist external auditor to make schedules for an annual audit of the company.
- Process monthly VAT and Expanded Taxes remittance for a subsidiary company
- Generate monthly general trial balances.
- Assist in analyzing financial statements with the accounting manager.
- Costing of imported goods
- Other duties assigned by Accounting Manager

### **Educational Background:**

1991 - 1995

#### **Bachelor's degree, Accounting**

University of the Visayas, Cebu City, Philippine

### **Interest:**

- Reading books, and magazines, and sometimes going off-road/mountain biking.
- Play guitar, basketball, volleyball, dart, and love traveling to other countries.

### **Academic and work Achievements:**

- Successful in establishing two Cleverlearn Franchise locations in Vietnam from 2017 to the present.
- Promoted as Deputy General Director – Finance and Operation date August 31, 2016
- Successful in establishing the Cleverlearn Residences/Dormitory dated August 2008
- Received a plaque of good commendation from the Cleverlearn employees dated November 2007
- Promoted as Deputy General Director and Chief Operating Officer for CELI Philippines dated September 2007.
- Successfully established the Cleverlearn-Hanoi branch school dated November 2004.
- Recognized as the friendliest Jollibee Crew dated January.
- Successfully passed the Government Licensure Examination Underwriter Agent Test last February 7, 2004.
- Confirmed by the University President as being a member of the **Academic Scholar Society** for having achieved academic excellence in Academic Studies.

### **Software:**

- MS. Office (PowerPoint, Visio, Word, Excel, and Outlook) and ERP system
- Adobe Photoshop and Windows movie maker
- Quickbooks Accounting Desktop-2010

### **References:**

#### **MR. CHIU-YU WANG**

##### **Branch Director of Joy English Nantou Branch**

1<sup>st</sup> Street, Zhongxing Rd., Nantou City, Nantou County, 540, Taiwan, R.O.C

bc040@joy.com.tw

(+886) 049-2241482

#### **MR. JOHN LAWRENCE S. MERCADO**

##### **President/CEO**

Cleverlearn English Language Institute, Inc. and Cleverlearn Vietnam

2<sup>nd</sup> Flr. Bigfoot Center, F. Ramos St., Cebu City, Phils.  
Email ad: larry.mercado@celicebu.com  
(+6332)-4128811 or 493-8888

**MR. KENNY ONG**

**Manager**

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Cebu City, Philippines  
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