

Jonyce Ranea A. Li

Bacoor, Cavite / Nanning , Guangxi



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Jonyce Ranea A. Li

Results-driven and financially savvy business professional with a strong background in finance and business management, honed through years of successful small business ownership. Adept at strategic planning, budgeting, financial analysis, and operational leadership, with a proven track record of driving growth and profitability. Recognized for having both high Emotional Intelligence (EQ) and Intellectual Quotient (IQ), enabling exceptional decision-making, problem-solving, and team leadership. Equally skilled in data-driven strategy and interpersonal communication, making me uniquely equipped to lead, collaborate, and deliver results in dynamic and fast-paced environments.

Professional Experience

Contractual Employee in chevron

June 2023 - May 2024

VIM Analyst/ Vendor inquiry management

- Contributed to the development and improvement of a new program for handling customer or internal inquiries by providing strategic input and process ideas.
- Assigned tasks and managed workload distribution among analysts to ensure smooth operations and timely completion of assignments.
- Reviewed, Answered and analyzed incoming inquiries to assess their validity and determine appropriate action steps.
- Utilized Microsoft Excel macros and spreadsheets for data management, tracking, and reporting as part of daily responsibilities.
- Managed and organized schedules for team members using Google Calendar, ensuring proper coordination and time management.
- Handled email communication via Gmail, including creating, responding to, and categorizing messages based on urgency and priority.

Infinit - O

May 2024 - September 2024

Financial Service Cadet

- Knowledgeable in various types of investments, including their structures and risk profiles.
- Skilled in categorizing accounts accurately within financial statements.
- Specialized in investment analysis and market trend tracking.
- Experienced in evaluating the impact of market movements on business performance.

OTHER EXPERINCE : ONLINE BUSINESS OWNER AND PERSONAL TRADER

EDUCATION

St. Dominic College of Asia

Bachelor of science in business administration

July 2019 - July 2023

major in financial Management

- Awarded with excellent in Innovation Award of the year, "A feasibility study on the product of Paperie house"Eternal notes".
- Dean lister 1st & 2nd semester.
- External Vice President Dominican junior financial executives 2022-2023.
- Entrepreneurial Skill pass Top 3 in nterschool ranking

SKILLS

- SQL
- SAP, Power BI, JDE
- Creating Basic Macro
- Professional level in english proficiency
- Knowledgeable on different kind of investment.
- Knowledgeable in using microsoft product (Teams, Spreadsheet, Powerpoint, Word).
- Creating website and Marketing materials using Canva.

Achievements and Certificate

- TOEIC Reading and listening
- AIGPE Lean Six Sigma Yellow Belt Certification
- HP Life e-Learning Courses Certificate
- Financial Markets authorized by Yale University offered through Coursera