ERLY A BOCOBO

City of San Jose Del Monte Bulacan *www.linkedin.com/in/erly-bocobo-5a04b9101 |*

EDUCATION

Brigham Young University Pathway Connect **Saltlake, UT**
Introduction to Program Certification *Dec 2025*
Certificate of Completion **Relevant Coursework:** Family History

Bulacan State University **City of San Jose del Monte,PH**
Bachelor Industrial Technology - Major in Computer Technology *April 2009-March 2013*

PROFESSIONALEXPERIENCES

RX27 Medical Clinic and Laboratory **San Jose Del Monte, Bulacan**
Encoder/Admin Staff *November - Sept 2026*

•Encoded accurate patient information into clinic databases and systems
• Registered patients under the YAKAP PhilHealth program
• Created and updated patient profiles in the eKonsulta system
• Recorded and maintained patient details, including personal and medical information
• Ensured data accuracy, completeness, and confidentiality at all times

ClearSource BPO Inc. **Pasig, Metro Manila (Remote) - PH**
Familysearch Entry Specialist Intern July 2024 - August 2025

• Efficiently indexed historical records (births, deaths, marriages, census data, etc.), ensuring accuracy and consistency for public access in genealogical databases.
• Collaborate with team members to improve efficiency in project batches, contibuting to the overall success of the project.
• Ensured accuracy and completeness of family history records, making sure each entry was well-supported with clear, verifiable sources.

30kf | Outsource | Australian Account **Quezon City, PH (Remote)**
Virtual Assistant March 2022 - July 2025

• Process Import Booking Delivery
• Processing Outbound and Inbound Orders
• Daily worksheet process and enter using XERO / MYOB system
• Tax Invoicing using MYOB / XERO system and delivery Orders Invoices using Freight Tracker System

Bookkeeper
• Keeping accurate financial records,Managing Accounts Payable and Receivable, Journal Entry **Freelancer**

EcoSolution | Corporate Company **Taguig City, PH**
Accounting Assistant (AP/AR) *June* 2015-2018

• Creating a Cash Position report and Updating Financial Statement
• General Journal Entries thru Excel and Checking Voucher and Liquidation
• Handling Payrolls and Reconcile and Email support
• Process Billing and Collections and Updating Project database and Posting and Updating in System using SAP system.

LEADERSHIP & EXTRACURRICULAR ACTIVITIES

The Church of Jesus Christ of Latter-day Saints **San jose Del Monte City, PH**
Family History Consultant **February 2025 - Present**

• Assisting individuals and families in finding their ancestors using FamilySearch and other genealogical tools.
• Providing one-on-one help in family history centers, homes, or church meetings
• Conduct family history workshops, classes, or training sessions for ward and stake members.

Primary Worker
• Helping children learn and memorize scripture stories, songs, and gospel principles.
• Assisting in organizing Primary activities, including programs, baptisms, and holiday event
• Work closely with the Primary presidency and other leaders to support each child's spiritual progression.

Bookkeeping and Accounting Training Certificate Udemy, Online
• Experienced in Financial record-keeping, ledger management, and reconciliation. August 2023
Accounting Journal Entries Training Certificate Udemy, Online
• Recording and analyzing financial transactions with accuracy. August 2023
Data Analysis with Pivot Table Training Certificate Udemy, Online
• Experienced in organizing, summarizing, and interpreting data for insights. March 2023
Microsoft Office Specialist: Excel associate Training Certificate (MO200) Udemy, Online
• Competent in Excel functions, formulas, and data visualization. January 2023

SKILLS & INTEREST

Language: Tagalog and English
Skills: Tax Invoicing, Accounts Payable/Receivable, Microsoft Office Suite, Photo and Video Editing, Data Entry & Document Management, Time Management & Multitasking, Administrative Operation, CRM Tools
Interest: Data organization and analysis,Business operations and finance , Learning new software tools, Office administration and Continuous professional growth.