

MARY GRACE

JAVIER IPAC

BOOKKEEPER

"Your Vision, My Mission."



CONTACT

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CERTIFICATIONS

- Xero Advisor Certified
- Intuit QuickBooks Bookkeeper
- Financial Accounting Fundamentals
- Advance BAS and GST Course
- HR & Payroll Management
- A2x for Accountants & Bookkeepers
- Computer Literacy Program NCII

LICENSE

License Professional Teacher

SOFTWARES/APPS

- Xero, QuickBooks, Sage, Wage, MYOB
- A2x, LinkMyBooks, HubDoc, Dext
- Expensify, Zoho Expense,
- Bill.com, Square
- Google Workspace, Microsoft Suite
- Notion, Asana, Trello
- Zoho, HubSpot, LastPass
- Slack, Discord, Pumble, WhatsApp
- Binance, BitGet, Centralize Exchanges
- Dapps, Ronin, Polygon chains, etc.

REFERENCE

Maureen Hammond
Plant Lane Farm CEO
Email : hello@plantlanefarm.com



PROFILE

"I help professionals and businesses thrive by providing reliable, accurate virtual bookkeeping support, organize finances, enabling the best business decisions, and freeing up time to focus on growth of the business."



WORK EXPERIENCE

- Plant Lane Farm LLC**
Bookkeeper Virtual Assistant | Part-Time
NOV 2024 - PRESENT
 - Managed daily bookkeeping tasks, including transaction uploads and data organization, created and issued sales invoices and bills
 - Conducted bank reconciliations across multiple
 - Prepared monthly and quarterly financial reports
 - Ensured all reports met internal and external financial reporting standards
- Ameigh Art Design LLC**
Business Operations Assistant | Part-Time
Nov 2024 - Present
 - Tracked material, labor, and overhead costs for individual art projects to provide clear profit and loss insights, helping with pricing and resource planning.
 - Worked with the business owner to review financial trends, manage project budgets, and maintain the financial health of both short-term and long-term projects.
- H3 Movement Non-Profit Organization**
Vice President for Audit
Aug 2020 - Aug 2023
 - Led the audit and financial oversight of 5 active community-based projects, ensuring compliance with internal controls, budget limits, and donor requirements.
 - Conducted quarterly financial reviews and risk assessments, identifying discrepancies and recommending corrective actions that improved transparency and accountability by over 90%.
- North Luzon Regional Baha'i Council**
Secretary & Statistical Report Program Manager
Aug 2020 - Aug 2023
 - Oversaw the review and audit of quarterly, bi-annual, and annual budget requests and financial reports submitted by multiple local units, ensuring alignment with organizational policies and approved funding allocations.
 - Verified and validated financial documentation and annual disbursements, ensuring accuracy, transparency, and compliance with internal controls.



EDUCATION

Bachelor of Secondary Education
University of the Cordilleras
Baguio City, Philippines
Sep 2015 - Sep 2018