



MARY GRACE J. IPAC

Bookkeeper Virtual Assistant
General Virtual Assistant

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.

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CERTIFICATIONS

Xero Advisor Certified

Xero Accounting Software, April 35, 2024

Intuit Academy Bookkeeping

Intuit QuickBooks
Coursera, August 31, 2024

Financial Accounting Fundamentals

University of Virginia
Coursera, November 27, 2022

Advance BAS and GST Course

Mark Cunningham
Udemy, May 15, 2024

A2x for Accountants & Bookkeepers

A2x Certifications, May 10, 2024

Computer Literacy Program NCII

World Star College
TESDA Accredited
October 20-31, 2020

License Professional Teacher

Professional Regulation Commission
May 25, 2019

SOFTWARE / APPLICATIONS

- Xero, QuickBooks, A2x
- Google Workspace, Microsoft Suite
- Notion, Asana, Trello
- Zoho, HubSpot
- LMS, Articulate 360, Adobe Captivate, Kajabi
- Camtasia, CapCut, Filmora, Canva
- LastPass
- Slack, Discord, Zapier
- Binance, BitGet, Centralize Exchanges
- Dapps, Ronin, Polygon chains, etc.
- ChatGPT, OtterAI, Jasper
- Grammarly, Calendly, Hootsuite, Buffer

EDUCATION

Bachelor of Secondary Education major in Social Studies

University of the Cordilleras
Baguio City, Philippines
School Year 2015-2018

WORK EXPERIENCE

Chief Operations Coordinator | Part-Time

Plant Lane Farm LLC
November 20, 2024

- Managed daily bookkeeping tasks, including transaction uploads and data organization
- Created and issued sales invoices and bills
- Conducted bank reconciliations across multiple accounts for clients (Xero, QuickBooks)
- Prepared monthly and quarterly financial reports, including:
 - Income Statement
 - Cash Flow Statement
 - Balance Sheet
- Ensured all reports met internal and external financial reporting standards

Business Operations Assistant | Part-Time

Ameigh Art Design LLC
November 20, 2024

- Conducted cost accounting for individual art projects, tracking material, labor, and overhead expenses to provide precise project-based profit and loss insights, supporting strategic pricing and resource allocation.
- Collaborated closely with the business owner to analyze financial trends, optimize project budgets, and ensure the financial health of both short-term commissions and long-term installations.

NON-PROFIT ORGANIZATION EXPERIENCE

Vice President for Audit

H3 Movement Organization - non-profit and democratic organization
August 08, 2023 - present

- 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%.

Secretary & Council Member

North Luzon Regional Baha'i Council
of the Baha'is of the Philippines
March 20, 2020 - November 29, 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.

KEY SKILLS

- Financial Data Entry
- Bank & Credit Card Reconciliation
- AP & AR Management
- Payroll Processing
- Financial Reporting
- Accounting Software Proficiency

SOFT SKILLS

- Attention to Detail
- Organizational Skills
- Time Management
- Problem-Solving
- Confidentiality & Ethics
- Communication Skills