



MARIA CRISTINA T. FELISILDA

US Bookkeeper | Tax Preparer

(+63)9355755018, mariacristinafelisilda@gmail.com Cabidian,
Mabini, Bohol, Philippines

SKILLS

Management Skills
Creativity
Negotiation
Critical Thinking
Email Management
Appointment Setting
Research
Writing
Adaptability
Communicator
Multitasking
Critical Thinking
Social Media management
Computer Literacy
Data Entry
Administrative Assistance

TOOLS/SOFTWARE

Discord / Slacks
Skype Zoom / Google Meet
Whatsapp / Outlook
Calendly
Meta Business
Canva / CapCut
Trello
Linkedin
Kajabi
Quickbooks
Proconnect
Ultratax
CCH
Lacerte
Drake

About Me

A highly motivated and dependable Virtual Assistant committed to providing efficient and professional support. Focused on delivering high-quality results, maintaining confidentiality, and helping clients stay organized and productive. Dedicated to continuous growth and contributing to the success of every project.

INTERNSHIP

BA INTENSIVE TRAINING I 2026

The Borderless Accountant (BA) Intensive Training is a hands-on program that equips aspiring accountants with practical skills in U.S. bookkeeping, QuickBooks, and tax preparation, preparing them for real-world client work

THE 6 DIGIT VA CLUB | 2025

Trained in **Trello & Asana** to manage projects and track tasks.
Learned **Slack & Zoom** for team communication and coordination
Project Management Tools: **Trello, Loom**

WORK EXPERIENCE

US Tax preparer 2025-present

Prepared and reviewed individual and business tax returns, ensured compliance with tax regulations, organized financial records, identified eligible deductions and credits, and assisted clients with tax-related inquiries.

Municipal Community Facilitator 2023-2025

Facilitates community-level development processes, ensuring inclusive participation and benefiting all stakeholders, particularly marginalized groups, through the Community Empowerment Activity Cycle.

Municipal Assistant Finance Analyst 2022-2023

Assist in managing the municipality's finances, including preparing financial reports, analyzing data, and ensuring compliance with financial regulations. Facilitates community-level development processes, ensuring inclusive participation and benefiting all stakeholders, particularly marginalized groups, through the Community Empowerment Activity Cycle.

Census Enumerator 2022-2023

Collects data from citizens to help create a demographic profile of the country. I visit homes, complete surveys, and record data.