



PORTFOLIO

Chyrin Tigue

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Hello,

I'm Chyrin Tigue

Executive Assistant / Bookkeeper

My goal is to continue building my expertise in financial management and administrative support, while contributing to the success and efficiency of the organizations I work with. I aim to deepen my knowledge in accounting systems, compliance, and reporting, and eventually take on more advanced responsibilities in finance and operations. I'm also committed to continuously improving workflows and processes to enhance productivity. Long-term, I see myself growing into a senior administrative or finance role where I can lead a team, support strategic decision-making, and help drive sustainable growth for the business.





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Education

2015-2021

Saint Columban College

Bachelor of Science in Office Administration



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Tools Used



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Novari Collective

- eMClient
- Xero
- Trello
- Paidnice
- Campaign Flow
- Stripe
- MS Excel
- MS Powerpoint
- Google Sheets



Google Sheets



Dessert Transformation Trust

- Trello
- eMClient
- Gimbla
- Dropbox
- Spending Planner
- Proton Calendar

GIMBLA



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Thank you

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