

# Shaenna Marrie M. Andal

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## CAREER OBJECTIVE:

Detail-oriented and organized Financial Management student at Far Eastern University with hands-on experience in financial documentation, banking assistance, administrative support, records management, and business operations. Skilled in maintaining accurate records, handling confidential information, coordinating tasks, and supporting daily business functions. Eager to apply analytical, organizational, communication, and problem-solving skills while gaining practical industry experience and contributing to finance, accounting, administration, or business operations.

## EDUCATION:

### Tertiary

#### Far Eastern University-Manila

August 2023 – Present

Bachelor of Science in Business Administration Major in Financial Management

#### Honors and Awards:

- Deans' First Honors Lister (Term GPA 3.50 above) 2025
- Deans' Second Honors Lister (Term GPA 3.35 above) 2024
- Academic Scholar 2023 & 2025

### Secondary

#### Manuel S. Enverga University Foundation-Lucena

June 2016 - July 2023

SHS – Accountancy, Business and Management

Graduate with Highest Honors and Best in Sports Award

## PROFESSIONAL EXPERIENCE:

### Anihan Collective | anihancollective.com

July 2026 - Present

#### Founder & Business Operations Manager

Manila, Philippines

- Manage sales and fulfillment of 120+ product units across website and direct sales channels, coordinating customer communication, payment processing, shipping, and post-purchase support.
- Maintain e-commerce website functions supporting checkout, customer records, order tracking, inventory management, and online business administration across 3 product variants/SKUs.
- Monitor product costs, expenses, raw materials, packaging supplies, and finished inventory to support pricing decisions and stock control.
- Coordinate bulk/event orders from customer requirements through production, packaging, fulfillment, and logistics to meet event and delivery deadlines.
- Converted proactive customer outreach into the brand's first sale, securing a 50-unit bulk debut order.
- Create product photography, packaging, and digital content to maintain consistent product and brand presentation across customer touchpoints.

### E-GMP International Corporation

July 2025

#### Finance and Administrative Trainee

1175 Chino Roces Avenue, Makati

- Organized and recorded 100+ receipts and payment documents to maintain accurate and accessible company financial records.
- Prepared documentation supporting deposits, withdrawals, fund transfers, and cheque preparation for daily financial operations.
- Compiled and verified employee deployment documentation for employer submission and maintained organized personnel records.
- Handled confidential employee and financial information with discretion and attention to detail.

## CORE SKILLS:

- **Accounting & Finance:** Financial Documentation, Expense Tracking, Receipt & Payment Recording, Costing & Pricing, Basic Accounting Support, Banking & Financial Transaction Records
- **Administration & Operations:** Administrative Assistance, Data Entry & Recordkeeping, Document & Spreadsheet Management, Order Processing & Fulfillment, Inventory Monitoring, Website & Product Administration, Shipping & Logistics Coordination
- **Digital Tools:** Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Google Sheets, Google Docs, Google Slides, Google Drive, Canva, CapCut, Notion, Zoom, Google Meet, ChatGPT & AI Tools
- **Leadership, Communication & Quality:** Project Management & Coordination, Team Leadership & Collaboration, Research & Writing, Editing & Proofreading, Attention to Detail, Problem-Solving, Organization & Time Management, Adaptability, Communication Skills, Presentation & Public Speaking
- **Languages:** Filipino, English

## LEADERSHIP AND PROJECT EXPERIENCE:

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### Industry Capstone Project

Far Eastern University, Manila

Project Leader | Project Manager | Editor-in-Chief | Proofreader

August 2026 to Present

- Lead the ongoing capstone project, coordinating research, documentation, team responsibilities, and project deliverables.
- Oversee paper editing, proofreading, and content organization to maintain clarity, consistency, and compliance with academic requirements.
- Oversee project progress, align team responsibilities, and ensure timely completion of key milestones and deliverables.

### Business Plan Research Project

Far Eastern University, Manila

Project Leader | Project Manager | Editor-in-Chief | Proofreader

August 2025 to May 2026

- Led a 10-month business planning project, coordinating research, documentation, team deliverables, editing, and final presentation requirements.
- Developed the original ANIHAN business concept across product, finance, marketing, operations, and sustainability before transitioning it into an independently operated business.
- Earned four project distinctions: Top 11 Business Plan, Top 2 Most Innovative, Top 3 Most Sustainable, and Top 5 Best Booth.

## CHARACTER REFERENCE:

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### Mrs. Lourdes Oliva Paraiso

Professor, Institute of Accounts, Business, and Finance, Far Eastern University-Manila

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### Mr. Alexander K. Tan

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