

CONTACT



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#75 Centro 1 Brgy. Nancamarinan, Paniqui, Tarlac

OBJECTIVE

To further enhance my professional skills, capabilities and knowledge that I have, while making a significant contribution to the success of the company.

EXPERIENCE

*January 17, 2019 -
Present*

Prudential Guarantee and Assurance, Inc.

Legal Assistant/ Bond Claims Assistant

- Prepares the Bond Claims Settlement Form and Order for Payment Form for all bond claims for payment;
- Monitors the routing and approval of said Forms to and by the designated approving officers;
- Specifically monitors the status of bond claims filed by the National Labor Relations Commission, including communicating with the assigned Sheriff for the corresponding labor case covered by the bond for which the claim was filed thereunto;
- Assists in sending out various letters to the named principals and obligees on bonds for which the claim was filed thereunto;
- Drafts the Release and Quitclaim and Acknowledgement Receipt for signature of the claimant-obligee;
- Maintains and updates Prudential Guarantee's alarm list if and when a new claim is filed against a specific principal;
- Drafts the Minutes for the weekly Bond Claims Meeting;
- Coordinates with various departments, such as but not limited to the Bonds Department, Treasury Department, Marketing Department, etc., whenever necessary;
- Drafts the Secretary's Certificate pertaining to settlement of total loss claims and subsequent salvage recovery;
- Reviews the Cancellation of Deeds of Assignment for Savings/Time Deposit to release collateral of expired/cancelled bonds;
- Assists in other administrative tasks, such as but not limited to the preparation of the Annual Report (proofreading, etc.), and the notarization of various documents; and,
- Performs any other tasks as may be assigned by Management.

*February 2017 -
February 2018*

The Medical City Clark

Cashier/Teller

- Prepare and release Professional fees of the Doctors
- Assists the patients in their bills, and performed payment processes
- Prepare, sort and released vouchers and cheques of the suppliers
- Provided company with necessary clerical support like attending and making telephone calls as directed, filing and photocopying, matching cheques and receipts.

*February 16, 2016 -
May 7, 2016*

Paniqui General Hospital

On-the-job Trainee

On-the-Job Trainee at Philhealth Department

- Interview and/or gathers information/data of patients
- Assists the patients regarding their requirements for their bills
- Sort and organize the Philhealth forms of the patients and give it to them once they are for discharge

EDUCATION

June 2012 - June
2016

Tarlac State University
Bachelor of Arts in Psychology

June 2008- March
2012

Interworld Colleges Foundation, Inc.
Highschool Diploma
With honors

SKILLS

- Versatile, multi-tasker and dedicated to work
- Resourceful, proactive and has initiative
- Hardworking and a good team player
- Adept in computer application skills specifically working on MS Word/Excel/Powerpoint, Thunderbird E-mail/Groupwise, Phoenix Software (Issuance of Documents and checking of Policies)
- Able to do researches relating to the work or area of expertise
- Calm and professional manner throughout critical and emergency incident

REFERENCE

Atty. Thomas Angelo Santos - "Prudential Guarantee and Assurance, Inc."

Manager/ Data Privacy Officer
Thomas.santos@prudentialguarantee.com
0917-132-7910

Atty. John Henry Pascual - "Prudential Guarantee and Assurance, Inc."

Senior Manager
Johnhenry.pascual@prudentialguarantee.com
0928-501-0444

Atty. Cristine Cuisia-Remollo - "Prudential Guarantee and Assurance, Inc."

Corporate Secretary/ Head- Legal and Compliance Department
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