GLORI-ANNE LABITAN

PERSONAL

Name
Glori-Anne Labitan

Address
Block 2 Lot 1 Phase 4A Palmera
Northwinds Brgy. Kaypian
3023 City of San Jose Del Monte

Phone number
09176394675

Email
iyaaurigue@gmail.com

Date of birth
12-05-1987

Gender
Female

Marital status
Married

Website
Skype ID : iyaken06

WORK EXPERIENCE

Aug 2018 - Present

VA - Insurane Coordinator
Premier Orthodontics, California, USA

Charting and collecting data for Insurance Verification, Update Claims Payment Status and Pre-Authorizations

Feb 2017 - Jul 2018

VA - Car Transport Coordinator
QAuto Transport, USA

Handle calls and emails on car transport updates with our customers and drivers, Booking car transport

Aug 2016 - Jan 2017

VA - Real Estate
Phone Animal, USA

Responsible for appointment setting and confirmation.

Jul 2013 - Feb 2016

CSR - Retention
Converge Phils. Inc. (Dish Network), Quezon City, Philippines

Interacts with customers regarding inquiries about products and services, Handles and resolve complaints in billing and disconnections at retention department, assist in troubleshooting the device.

Jul 2010 - Jan 2012

CSR - Medical Insurance
APAC Customer Services Inc., Quezon City, Philippines

Provides information on medical insurance inquiries and details about the extent of their coverage, request refills on patients medication

Aug 2007 - Apr 2010

Medical Representative
Transfarma/Invida Phils. Inc., Makati City, Philippines

Persuading potential customers to purchase company medication in hospitals and clinics, identifying prospective business opportunities for the company

EDUCATION AND QUALIFICATIONS

Jun 2003 - Apr 2007

Bachelor of Science in Nursing
Southeast Asian College Inc., Quezon City, Philippines

Graduate

SKILLS

Microsoft Word	★★★★☆
Microsoft Excel	★★★★☆
Microsoft Powerpoint	★★★★☆
Video Editing	★★★★☆
Google Drive	★★★★☆
Cloud 9 Software	★★★★☆