

DIANA ESCUETA DELA TONGA

9832 Isarog St., Umali Subdivision, Brgy. Batong Malake, Los Baños, Laguna, Philippines 4030
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RECENT EMPLOYMENT:

COMPANY NAME : **Cure Healthcare Staffing, LLC**
7000 N Mopac Expy, Austin, Texas, United States
POSITION : Credentialing Specialist
DURATION : November 22, 2021 – July 15, 2022 (Part time)
July 18, 2022 – Present (Full time)

DUTIES AND RESPONSIBILITIES :
- Reviews and verifies credentialing file documentation for completeness, accuracy, and compliance with guidelines, quality standards, accreditation requirements, and all other relevant policies.
- Conducts background checks. primary source verification, collects and validates documents to ensure accuracy of all credentialing elements.
- Monitors files to ensure completeness and accuracy.
- Enters, updates and maintains data from provider applications into credentialing databases.
- Prepares, issues, electronically tracks and follows-up in accordance with applicable credentialing standards, established procedural guidelines, and strict timelines.
- Prepares reports required by regulatory and accrediting agencies, policies and standards.
- Schedule medical tests as part of the credentialing requirements.
- Performs miscellaneous job-related duties as assigned.

COMPANY NAME : **Hammerulo Data Corporation**
24th St. 7th Ave, McKinley Parkway, Bonifacio Global City, Taguig
POSITION : Senior Credentialing Specialist (**SnapNurse**)
DURATION : June 13, 2019 – July 15, 2022

DUTIES AND RESPONSIBILITIES :
- Reviews and verifies credentialing file documentation for completeness, accuracy, and compliance with guidelines, quality standards, accreditation requirements, and all other relevant policies.
- Conducts background checks. primary source verification, collects and validates documents to ensure accuracy of all credentialing elements.
- Monitors files to ensure completeness and accuracy.
- Enters, updates and maintains data from provider applications into credentialing databases.
- Prepares, issues, electronically tracks and follows-up in accordance with applicable credentialing standards, established procedural guidelines, and strict timelines.
- Prepares reports required by regulatory and accrediting agencies, policies and standards.
- Schedule medical tests as part of the credentialing requirements.
- Performs miscellaneous job-related duties as assigned.

COMPANY NAME : **Citystate Savings Bank, Inc.**
709 Citystate Center Bldg., Shaw Blvd., Pasig City
POSITION : Loans Administration Assistant
DURATION : March 16, 2016 – June 11, 2019

DUTIES AND RESPONSIBILITIES :
- Monitors annual submission of requirements.
- Monitors the effectiveness of Insurance policy/ies of loan clients and sends out letters to the clients before the expiration date of the policy/ies.
- Coordinates with various departments for the submission of updated reports.
- Updates, maintains, and files Customer Information files/records of borrowers to their respective Credit Folders.
- Coordinates with Registration unit for the registration/encumbrance of mortgage in favor of the Bank.
- Coordinates with Legal Department for proper safekeeping of important documents.

- Monthly inventory and requisition of supplies.
- Submitting weekly and monthly reports.

COMPANY NAME : **Villarica Pawnshop Inc.**
 POSITION : Clerk, Cashier, Vault Keeper/Stock Custodian
 DURATION : May 5, 2014 – January 28, 2016

COMPANY NAME : **Super Shopping Market Inc. (SM) Hypermarket**
 Novaliches Branch – Quirino Highway, Sangandaan
 Novaliches, Quezon City

POSITION : Cashier
 DURATION : October 1, 2013 – February 28, 2014

COMPANY NAME : **Salva & Salva Law Office**
 G-38 South Star Plaza Condominium Osmeña Highway,
 Bangkal, Makati City

POSITION : Secretary
 DURATION : February 19, 2013 – September 14, 2013

SKILLS :

- Proficient Microsoft Office and Google Workspace.
- Respond to emails timely and effectively.
- Skilled in information research.
- Maintains confidentiality and discretion in all communications on behalf of applicants and/or applications.
- Ability to make administrative/procedural decisions and judgments.
- Ability to learn new applications to function effectively in a remote work environment.
- Advanced skills in computerized spreadsheets and database management.

SEMINARS ATTENDED:

Anti-Money Laundering Act
 July 09, 2016
 5/F CHRDR Training Room, Dominga Bldg. III 2113 Chino Roces Avenue Cor. Dela Rosa St., Makati City

Check and ID Fraud Detection
 April 28, 2018
 5/F CHRDR Training Room, Dominga Bldg. III 2113 Chino Roces Avenue Cor. Dela Rosa St., Makati City

Signature Verification and Forgery Detection
 June 02, 2018
 5/F CHRDR Training Room, Dominga Bldg. III 2113 Chino Roces Avenue Cor. Dela Rosa St., Makati City

Personality Development
 September 28, 2018
 CSBI Conference Room, 2nd Flr. 709 Citystate Centre Bldg., Shaw Blvd., Pasig City

Qualification : College Degree
Field of Study : Bachelor of Science in Computer Science
Institute/University : Bicol University
 Legazpi City, Albay, Philippines
Graduation Date : March 30, 2012

INTERNSHIPS:

Digitel Legazpi Branch	Environment and Natural Resources Office
Legazpi City, Albay	Legazpi City, Albay
Position : Data encoder	Position : Data encoder
Duration : July - September 2010	Duration : April - June 2011

REFERENCES:

Available upon request.