

Name : Reyes, Rhealyn B.  
Address : Tagbak, Jaro, Iloilo City  
Cellphone No.: 09505410432  
Email : reyes.rhealynbhm2009@gmail.com



---

### **Personal Data**

Nationality : Filipino  
Sex : Female  
Civil Status : Single  
Date of Birth : August 29, 1997  
Place of Birth : Sta. Anna, Manila

### **Education**

2018 - 2022 : Western Institute of Technology  
La Paz, Iloilo City  
Bachelors of Science in Hospitality  
Management

2015 - 2018 : University of San Augustine  
General Luna, Iloilo City  
Bachelors of Science in Business  
Administration major in Financial  
Management  
3<sup>rd</sup> year undergraduate

2011 - 2014 : Secondary  
: Philippine International School  
Qatar

2010- 2011 : Assumption Iloilo

2006 - 2012 : Batan Elementary School

### **WORK EXPERIENCE**

#### **IQOR ILOILO**

2018

CHAT SUPPORT AGENT

-Handle Outbound chats from customers, resolving technical issues with their telco accounts and answering inquiries about their concerns in a respectful manner.

**FAIR TRADE OUTSOURCING**

December 2021-January  
2023

**MEDICAL BILLING REPRESENTATIVE**

-Catering to clinics inquiries and manages the  
billing to the insurances of the clinics.

-Working on clients pending claims that needs to be  
checked before sending it to the payments departments.

**SKILLS**

- Computer Literate with Knowledge in Microsoft Office
- Communication Skills
- Organizational and Time-Management Skills
- Problem Solving Abilities
- Flexible To Work Environment

**LANGUAGE**

- English
- Tagalog