MARIEL AIZANE DE GUZMAN

ARTIST / OFFICE STAFF

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WORK EXPERIENCE

CELLAIR TECHNOLOGY
June 2020 - December 2020

IT Associate / Assistant Graphic Designer

- Provide technical support for computer systems
- Troubleshoot issues encountered by end users
- Assist in developing virtual graphics for company's sales paraphernalia

TELEPERFORMANCE - HIRERIGHT
June 2021 - April 2022

CSR - International Verification Officer

- Responsible for internal financial verification to assess the correctness of the MD assets and liabilities
- Verification of Applicant's previous employments and educational background.

ACCENTURE
April 2022 - July 2022

Project based Software Engineer

- Executing full lifecycle software development
- Create, maintain, audit and improve systems to meet specific needs

OPTUM GLOBAL SOLUTIONS
August 2022 - September 2023

CSR - Healthcare Advocate

- Responsible for inbound calls from members related to prescription benefits, claim inquiries, eligibility status/issues, ID Cards and Open Enrollment Verification.

GUS EDUCATION PHILIPPINES
October 2023 - Present

Academic Coordinator - Niagara College Toronto

- Evaluating current curriculum materials and resources.
- Developing strategies to improve student performance, and collaborating with school administrators and personnel.

EDUCATION

STI COLLEGE
2015 - 2019

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY
Major in Web Designing

EXPERTISE

- **Troubleshooting** Extensive
- **Administrative** Extensive
- **Photography** Extensive
- **Videography** Extensive
- **Customer Service** Average