



Kimberly Ann David

Licensed Professional Teacher

"I am a fast learner and enthusiastic I am currently seeking a position to take my career to the next level."



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09183315835



San Juan Nepomuceno, Guagua,
Pampanga, Central Luzon,
Philippines

SKILLS

Trancriptionist

Customer Service

Teaching

Checker

INTERESTS

Travel

Gaming

Music

Reading

Photography

WORK EXPERIENCE

Legal Case Monitoring System (Data Encoder)

Department of Agrarian Reform

10/2023 - Present

City of San Fernando, Pampanga

Achievements/Tasks

- Preparing data for encoding, accessing and operating application systems, entering data into application systems, generating report, coordinating and reporting on data collection, providing data to clients, and managing, monitoring and updating data in the system.

Contact : Atty. Cristina Miguel

Billing Clerk/Philhealth Clerk

Rayos Valentin Hospital Inc

10/2019 - 04/2023

Paniqui, Tarlac

Achievements/Tasks

- Clearly informs patients as to document obligations as well as other concerns to assure timely and exact availment of Philhealth benefits. Assigns RVS code and ICD 10 to all cases and patients availing of Philhealth benefits. Computes the itemized and total benefits that every patient based on the submission of requirements may avail of. Provides professional service oriented assistance to patients, secretaries and physicians in any billing related matter that may arise. Interacts with patients on daily basis regarding billing problems. Release statement of accounts to the necessary parties. Updates/logs Philhealth files claims. Discharges in-patient once the chart/cardex was tagged out by the nurse-in-charge doctors by updating the admission logbook, recording official receipt, updating daily census, encoding discharged patients.

Contact : Mary Jane F Bamba

Teacher

AB Montessori School of Excellence

06/2018 - 03/2019

Paniqui, Tarlac

Achievements/Tasks

- Preparing and planning lessons, educating and supporting students, assigning and grading homework and tests, documenting and managing progress and behavior, and sharing and impacting knowledge.

Contact : Anna Yvette A. Briones

Receiving And Dispatching Unit Clerk

SVI Tarlac

11/2017 - 12/2017

Tarlac City, Tarlac

Achievements/Tasks

- Responsible for **processing incoming deliveries** , often at a warehouse or in a stockroom. Their duties include tracking shipments, unloading deliveries and updating company inventories.

Contact : Jerome M. Santos

ORGANIZATIONS

Sangguniang Kabataan of Barangay Coral Paniqui Tarlac (04/2018 - 11/2023)

SK Councilor

EDUCATION

Study Program

CIT COLLEGES INC

06/2014 - 04/2017

Paniqui, Tarlac

Courses

- Bachelor of Secondary Education Major in Filipino