

**Mary Grace C. Reyes**  
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- **Career Service Professional Eligible**  
**Civil Service Commission**  
September 18, 2009
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### Professional Experience

#### **Optum Global Solutions - United Health Group Company**

##### **Optum Payment Integrity - Subrogation Services**

September 1, 2014 – Present

September 1, 2014 - June 1, 2018 **Subrogation - Recovery/ReSols Rep**

June 1, 2018 - November 16, 2020 **Subrogation - Recovery/ReSols Sr Rep / Subject Matter Expert**

November 16, 2020 – Present **Subrogation Representative – Assistant Manager / Team Lead**

#### **Microsourcing Philippines**

##### **Origins Healthcare Solutions – GEBBS**

##### **Revenue Cycle Management Services (RCMS)**

June 1, 2012 – September 1, 2014

##### **Accounts Receivable Follow-up Representative**

#### **Brittany Corporation**

November 2011 – Present

##### **Property Consultant**

#### **HSBC – Electronic Data Processing Philippines Inc.**

January 11, 2010 – June 21, 2010

##### **Customer Service Representative**

#### **Teletch Customer Care Management Inc.**

##### **Verizon DSL Online**

September 29, 2007 – February 2008

##### **Technical Support Representative**

#### **Eperformax Philippines**

##### **Washington Mutual Credit Card Services**

July 7, 2006 – December 22, 2006

##### **Customer Care Representative**

#### **Convergys - Alabang**

##### **IBM Sprint –Clearpay**

September 7, 2005 – June 1, 2006

##### **Customer Care Representative**

**C.S. & C.C. Reyes Accounting Firm**

December 1997 – June 1998

August 2002 – September 2005

**Business Associate / I.T. Consultant / Secretary**

**Marc Technology Solutions**

March – June 2000

**Junior Programmer**

**Salary - Project Based**

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**Educational Background**

**Southville International School and Colleges**

**B.S. Nursing**

SY 2003 – SY 2005

**Systems Technology Institute**

**Cyber Programming**

Batch 2001

**Database Programming**

June – September 1998

**Cobol Programming**

October 1998 – March 1999

**Visual Basic 6.0**

October 1999 – March 2000

**Oracle – SQL**

June – October 2000

**Business Systems**

December 2000 – April 2001

**Systems Technology Institute**

**Microsoft Office Professional**

December 1997 – March 1998

**Adamson University**

**B.S. Mechanical Engineering**

SY 1996 – SY 1997

**Saint Francis Business High School**

Batch 1996

**Immaculate Conception Academy of Manila**

Batch 1992

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**Personal Background**

<b>Birthday</b>	June 03, 1979	<b>Citizenship</b>	Filipino
<b>Birthplace</b>	Quezon City	<b>Height</b>	5'2"
<b>Father's Name</b>	Crispin C. Reyes Jr.	<b>Occupation</b>	C.P.A.
<b>Mother's Name</b>	Ediemel C. Reyes	<b>Occupation</b>	Housewife

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