



# Christian Jay Palma

## Freelancer

An active individual seeking to work for a firm that has amazing teams, optimistic leaders, and good management with a healthy environment to learn and to enhance skills in dealing with clients.

## Contact

### Phone

+63-963-947-8043

### Email

cjay.pals@gmail.com

### Address

Sicayab, Dipolog City, Zamboanga  
Del Norte, 7100

## Education

2022

### Bachelor of Science in Business Administration

Jose Rizal Memorial State University  
Main Campus Dapitan City Zamboanga  
del Norte

2018

### Senior High School

DIPOLOG CITY INSTITUTE OF  
TECHNOLOGY (DCIT), MINAOG  
DIPOLOG CITY ZAMBOANGA DEL  
NORTE,  
7100

## Expertise

- Tech savvy
- Microsoft office
- Data entry
- Research
- Editing

## Language

English

Filipino

## Experience

○ April 2022- October 2022 -NEW MEDIA INTERNET EXCHANGE -

### FINALE HEALTH, Biasong Dipolog City

#### Virtual assistant /Customer Service Representative

As virtual assistant based in Chicago Illinois, I am responsible for the eligibility requests, or the coverages of the patients we handled. Additionally, we call to insurance company for the claims, pre-certification since we are assisting home health agencies. I am also a customer support for the home health agency software and handles queries and navigation problems from skilled nurses and owners of each home health agency based in U.S.A.

○ January 2022 - April 2022

### JDDM VOICE CALL CENTER SERVICES, Makati City

Outbound Sales Representative (Cold Caller)

Auto Insurance

ACA under 65 Health Insurance

Medicare insurance

Covid testing kits

○ October 2019- January 2022

### GEXCUBE Business and IT Solutions Estaka, Dipolog City Zamboanga Del Norte, 7100

Outbound Sales Representative

Medicare Supplement

Timed Health Insurance

Home warranty