|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | |  | Jessie Joel L. Arac |
| **Objective** To have a job that would enable me to use my talent and skills as well as contribute to organization’s goals and which would provide excellent opportunities for career advancement and personal growth.Experience **June 2022 – June 2024**   * Ava Billing AR Representative * Check and track claims status. * Call Payors, utilize payer portal and all other resources available to ensure resolution of outstanding claims balances. * Update information in practice management software to ensure timely resolution of outstanding AR.   April 2021 – May 2022   * Garrett and Talon Inc. CSR Representative * Respond to costumers on the phone and by email. * Gather costumer information, access and fulfill customer needs. * Troubleshoot costumer’s issues over the phone.   2018 – 2020   * FBCRS Consumer Research Field Interviewer * Conduct interviews to collect accurate data * Collecting data from field surveys and verification of the data * Conducting extensive and thorough visual surveys of areas covered during the census procedure  Education ***Informatics College of Manila 2015 - 2016***  Bachelor of Science and Information Technology (B.S.I.T)  BDO Building, 2070 Recto Ave, Quiapo, Sta. Cruz Manila  ***NHC High School 1998 - 2002***  NHC Village, Tala, Barangay 186  Caloocan City, Metro Manila Qualification • Computer Literate.  • Competent and diligent in the area of chosen field.  • Can get along with peers and superiors in the working area.  • Open-minded and has leadership skills.  • A pro-active person, innovate and has keen interest in learning  more new challenging working environment. References  * **Nesty Tablizo**   Commission on Audit – Office Staff  Diliman, Quezon City   * **Mark Celis Agustin**   Mass Rapid Transit - Supervisor  Manila Station |
|  |  | |
|  |  | Blk 5 Lot 17 Maginoo St. Graceville III Subdivision,  City of San Jose Del Monte, Bulacan  3023 |
|  |  | |
|  |  | 63 993 486 4706 |
|  |  | |
|  |  | aracjessiejoel@gmail.com |
|  |  | |
|  |  |  |
|  |  | |  |
|  |  | |  |  |