

JOHN CARLO VITALES APOLINAR
420 zone 6 Brgy. Danlagan, Lopez, Quezon
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PERSONAL DATA

Age: 29 years old
Date of Birth: October 17, 1994
Place of Birth: Lian, Batangas
Civil Status: married
Nationality: Filipino
Religion: Roman Catholic

EDUCATIONAL ATTAINMENT

TERTIARY: Bachelor of Science in Office Administration (BSOA) at
Polytechnic University of the Philippines
Lopez, Quezon (2011-2015)

SECONDARY: Eastern Tayabas College
Lopez, Quezon (2007-2011)

ORGANIZATIONAL AFFILIATION

Reserved Officer Training Corps (ROTC)
Philippine Association of Students in Office Administration
Jesus Is Alive
Citizenship Battle for Peace, Righteousness and Orderliness
Federation of Alumni Association in PUP, incorporated(FEDAAPI)

SKILLS

- ❖ Communication skills
- ❖ Claims specialist
- ❖ Computer Literate
- ❖ Creating authorization and reading benefits (healthcare)
- ❖ Scheduling and creating appointment thru Tebra, Salesforce for podiatry consult

WORK EXPERIENCE

- ❖ Commission on Election (summer job)Municipality of Lopez, Quezon
- ❖ Special Program for Employment of StudentsMunicipality of Lopez (Commission on Election)
- ❖ CBCCAI Enumerator
- ❖ Encoder at Card Insurance (MBA)
- ❖ Account Officer in Card Bank
- ❖ Customer Services Representative in Alorica Philippines (member and provider services)
- ❖ Resolution Specialist in Optum Global Solution United healthcare (provider services)
- ❖ Scheduler to Achilles Foot and Ankle Center Virtual assistant

I hereby certify that the statements made by me are true and complete to the best of my belief.

JOHN CARLO V. APOLINAR
Applicant

