**Kate Anne M. Casamayor**

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**Work Experiences:**

HR Generalist

**Upwork (part- time)** May 2023 - November 2023

Duties and Responsibilities: Uploading documents for onboarding, auditing their documents, Checking license online and registrations, Updating their license date using Rippling. Also tracking equipment from offboarded people sent out using FedEx label and Central Reach application.

Scheduler

**Upwork** May 2021 – January 2022

Duties and Responsibilities: Scheduling Nurses/CNAs to their designated facilities within North Carolina, Ohio, Virginia, and Texas using Team Bridge and Bamboo HR applications.

Project Manager

**Arcade Coffee Shop** February 2020 – April 2022

Duties and Responsibilities: Processing Invoices, orders, and employee KPIs using Monday.com and When I Work applications.

Virtual Assistant/Marketing Associate

**Amazon** June 2020 – October 2020

Duties and Responsibilities: Full-time virtual assistant doing research work and website editing using Canva. Sending campaign emails for marketing leads using Karta, Hubspot, and Mailflow.

Billing Collector

**Virtualist Global Solutions** November 2018 – June 2020

Duties and Responsibilities: Calling providers on behalf of a customer and breaking down bills and services they’re getting to get more quality services based on the customer’s budget.

Medical Claims Adjudicator

**Manulife Business Process Services** Nov 2017-Sept 2018

Duties and Responsibilities: Processing claims of clients from their insurance accounts.

Account Manager/Operation Assistant

**Astutech Systems Corporation** September 2015—Feb 2017

Duties and Responsibilities: Scheduling employees to their designated facilities and hospitals within New York.

Technical Support Representative

**Teletech** September 2013- April 2014

Duties and Responsibilities: Providing technical support to customers regarding their internet and telephone issues.

Customer Service Representative

**IBM Daksh** July 2012-June 2013

Duties and Responsibilities: Assisting customers via phone regarding their online orders and inquiries.

**Educational Attainment**

BS Business Administration major in Operations Management (2010-2012)

**STI College Fairview, Quezon City**

BS Business Administration minor in Marketing Management (2008-2010)

**Polytechnic University of the Philippines Sta. Mesa, Manila**