

MARIETES PALIORENA

Contact

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Skills

Communication: Excellent written and verbal communication skills.

Organization: Highly organized with strong attention to detail and time management.

Technical Skills: Proficient in all MS Office applications, Windows-based software, and internet research.

Adaptability: Extremely adaptable, capable of multitasking, and comfortable working in multi-cultural environments.

About Me

I am a highly motivated, competent, well-organized, and self-assured professional who approaches work with enthusiasm and initiative. Through my experience in hectic commercial environments, I have developed exceptional interpersonal and communication abilities. I am deeply devoted to my work and take tremendous satisfaction in achieving high standards.

Education

Bachelor of Science in Agribusiness | 2008

Leyte State University

Work Experience

Appointment Setter
GARDENOBGYN
Garden City Plaza 11530 NY
March 10, 2023 - March 28, 2026
>My role involves more than appointment setting, as I also review clinical records, verify insurance information, and assess patient history before confirming appointments.

Sales Development Representative
national Power Rebates (PEPCO)
|May 2023 – February 2023
National Power Rebates – West Belmont, Maryland, USA
>I worked closely with customers to book appointments for central heating and air conditioning (HVAC) installations while ensuring company standards, client requirements, and industry regulations were properly followed.

General Virtual Assistant
SYNERGY HEALTH DPC
Skokie Illinois 60203 USA
August 9, 2021 - February 28, 2023
>As a General Virtual Assistant at Synergy Health DPC, I manage patient appointment scheduling while also reviewing clinical records and prescription details as part of patient coordination, ensuring accurate documentation and compliance with healthcare procedures.

Customer Service Representative
September 2020 – June 2021
First Evolution Marketing
Nueno, Imus Cavite
>I handled client communication and gathered and reviewed vehicle and insurance-related information, including damages and repairs