



# MARITHE DANIELLE ALIBANGBANG

Customer Service | Project Coordinator |  
Legal Assistant

## ABOUT ME

I have eight years of combined experience in customer service, project coordination, and legal administrative support. I'm passionate about helping clients, staying organized, and ensuring daily operations run efficiently. With a strong ability to manage tasks, communicate clearly, and adapt quickly, I consistently deliver reliable, high-quality support in fast-paced environments.

## EDUCATION

**Bachelor of Arts in Psychology**  
University of Cebu  
2013 - 2014

**Bachelor of Science in Psychology**  
St. Michaels of Iligan  
2014 - 2017

## SKILLS

Management Skills	=====
Communication	=====
Data Entry	=====
Negotiation	=====
Critical Thinking	=====
Creative	=====

## LANGUAGE

- English
- Filipino

+639099170645

4th East Extension,  
Tubod, Iligan City

marithedanielle.a@gmail.com

## EXPERIENCE

- Admin Assistant** 2025  
**Arden Law Firm, LLC (ESTATE LAW)**
  - The firm focuses on **Real Estate, Small Business, and Estates/Trusts**, using flat fees for many tasks. I've answered calls and makes sure potential and current clients are met with genuine and timely care when they call or reach out through our website. Managed emails, scheduling appointments and administrative tasks.
- Negotiation Coordinator** 2024 - 2025  
**The Huynh Law Firm (PERSONAL INJURY)**
  - Coordinated and managed pre-litigation personal injury case negotiations, including communicating with insurance adjusters, medical providers, and clients to facilitate settlements.
- Project Coordinator** 2022 - 2024  
Dynata SSI
  - As a Project Coordinator, I provide administrative support to the Project Manager and the project team. This includes scheduling meetings, preparing reports, and maintaining project documentation.
- Patient Care Coordinator** 2021 - 2022  
Optum Specialty Rx - Optum Global Solutions
  - Provided personalized support to patients by answering inquiries, resolving prescription issues, and coordinating medication deliveries, ensuring timely access to critical treatments.
- Technical Support Agent** 2020 - 2021  
Quickbooks Desktop - Concentrix
  - Provided expert-level support to small and medium-sized business clients on payroll software, including setup, troubleshooting, and process optimization.
- Customer Service Representative** 2017 - 2020  
Just Eat UK - Sykes Asia Inc.
  - Provided exceptional customer support via phone, email, and chat to resolve issues related to food orders, delivery, and payments.