

JOAN KRISTEL CUEVAS

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Cuenca, Batangas Philippines

PROFESSIONAL SUMMARY

Highly skilled professional with extensive experience in customer service, medical billing, and sales roles. I am very flexible and adaptive to learning new things and collaboration tools to facilitate seamless work.

SKILLS

- Ability to build relationships and network effectively.
- Experience in providing excellent customer service.
- Ability to collaborate effectively with others.
- Skill in managing time effectively and prioritizing tasks.
- Flexibility in adapting to changing environments or requirements.
- Experience in managing projects from initiation to completion.

WORK EXPERIENCE

VIRTUAL MEDICAL BILLER

SEPT 2023 - JUNE 2024

M&D CAPITAL BILLING | Richmond Hill, NY, USA

- Preparing bills and invoices and documents amount due to medical procedures and services.
- Submitting all billing data and medical claims to insurance companies.

PROJECT MANAGER (VA)

MARCH 2023 - SEPT 2023

BRILLIANT for TEMU | China

- Planning and executing the projects through Tiktok influencers that I handle within the allotted time and budget.

CSR - TELLER

JAN 2023 - MARCH 2023

METROBANK | Pateros, Philippines

- Cash handling and processing of cash/check deposits, withdrawals, check encashment, closing of accounts; signature verification. Posts of all transaction adjustments to the Current Account/Savings Account (CA/SA) terminal at the start of banking day.

SALES EXPERT (WFH)

JUNE 2022 - DEC 2022

KOLIFY | China

- Specialize in selling our services to help Tiktok influencers to boost their account.

EDUCATION

BS in Business Administration Major in Financial Management

2018 - 2022

Lyceum of the Philippines University Batangas