

RAYMOND NICOLAS NAVARRA

Block09 Lot10 Chateau L' Ermitage Subd. Carsadang BagoII

Imus Cavite

0926 0321903

navarraraymond@gmail.com

[live:919003ec94152902](https://www.linkedin.com/in/live:919003ec94152902)



CAREER OBJECTIVE

To attain a job wherein I could put into use and utilize all the knowledge I have attained and eventually contribute to the success of the organization I will be part of.

WORKING EXPERIENCE

COMPANY NAME : **Generali Life Assurance Philippines Inc.**
10thF, Petron Mega Plaza
358 Sen. Gil Puyat Ave.
Pio del Pilar, Makati 1230
Position: Healthcare Contact Representative /LOA Issuer
July 2024 – Present
Functions /Tasks: Answering inbound calls from members and Providers, review requests for letters of authorization (LOA) to ensure They meet company policies, handle and resolve customer complaints or issues, stay updated on company policies, product knowledge and compliance regulations.

COMPANY NAME : **DME Business Solutions**
4F, Maria Cornelia Building
222 Sen. Gil Puyat Ave.
Pio del Pilar, Makati 1230
Position: Medical Biller/Superbills
March 2023 – August 2023
Functions /Tasks: Doing outbound calls for system generated tasks called events, we're calling the patients about their prescription from the doctor's office, correcting demographics, status of supplies, follow up with customers to ensure their issues have been fully addressed.

COMPANY NAME : ISTA PERSONNEL SOLUTIONS

4F, Maria Cornelia Building
222 Sen. Gil Puyat Ave.
Pio del Pilar, Makati 1230
Position: Medical Biller/Superbills
June 2020 – February 2023
Functions/Tasks:

-During my stay with **Tapestry health** my day-to-day routine
Is to check the system generated task from TriMed System reviewing
each notes from the bucket correcting the diagnoses and procedure
codes, aside from hospice and home health I was able to process
different specialties like telemedicine, primary care, nursing home
physicians, skilled nursing facility and chronic care management

-Optima FQHC

Claim Batch Errors/ Claim Status/ ERA payments
Medicare Secondaries/ Require 4028/ 4028 Pending
Behavioral Billing/ Dermatology Billing

COMPANY NAME : CONDUENT BUSINESS SERVICES

7F One E-Com Center Bldg.
Cor. Harbor Drive & Sunset Ave.
Mall of Asia Complex, Pasay City
Position: Senior Customer Care Associate
(Benefits and Claims voice Inbound)
October 2015-February 2020
Functions/Tasks: Assisting Providers with their
concerns, providing accurate information about eligibility
and claims.

COMPANY NAME : **KARISSA APPAREL INC.**
Km.17 West Service Road South Super Hi-Way
Cervantes St. Paranaque City
Position: Corporate Uniform Designer (Product Development)
February 2012 – October 2015

COMPANY NAME : **CECILIA ALTA MODA**
#16 Santa Rosa De Lima St. Bagong Ilog Pasig City
Position: Corporate Uniform Designer
February 2011-2012

COMPANY NAME : **SM SUPPLIES STATION INC.**
SM MAKATI
San Lorenzo Village Makati City
Position: Sales Associate
September-February2011

COMPANY NAME : **OLIAND HAUTE COUTURE, INC**
Unit 1 Colonnade Res. 132 St,Corner Palanca
Legaspi Village, Makati
Position: Assistant Designer
April-July 2010

EDUCATIONAL BACKGROUND

TERTIARY : **TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES**
B.T. Apparel and Fashion Technology
2007-2010

SECONDARY : **PARAÑAQUE NATIONAL HIGH SCHOOL**
La Huerta, Parañaque City
2001-2005

PRIMARY : **LA HUERTA ELEMENTARY SCHOOL**
1995-2001

AWARDS AND ACHIEVEMENTS

THE UNVEILED FASHION OF TUP @ (SM MANILA)
4th Place-Casual Wear Category

THE UNVEILED FASHION OF TUP @ (SM MANILA)
4th Place-Fantasy Wear Category

SKILLS AND QUALIFICATIONS

With a major in Apparel and Fashion Technology and my previous work experiences, I have the following skills:

- CRM data input /TriMed System
- eClinical Works, a system generated tasks
- Microsoft Applications
- Word/ Excel /Outlook/ Google Sheets
- Graphics Designing
- Sewing
- Accessory / Embroidery Design
- Styling

PERSONAL INFORMATION

Date of Birth	:	April 14, 1988
Place of Birth	:	Paranaque City
Nationality	:	Filipino
Religion	:	Roman Catholic
Height	:	5'8
Weight	:	200 lbs
Interest	:	Sketching, Music, Travel, Medical Science, Fashion & Culture

CHARACTER REFERENCES

Ms. Cindy Batutay
Accounts Supervisor
Conduent Business Services

7^F One E-Com Bldg.cor
Harbor Drive& Sunset Ave.
Mall of Asia Complex, Pasay City
(+63) 906-5566915

Ms.joy Lee Borlagdatan
JoyLee Textile Trading

1025 Masangkay St. Binondo
(+63) 917-8059046

Ms.Jenny Delos Reyes
PMPC Department head

Brgy.163 Zone 14 Bartolome St.
Sta. Quiteria ext. Caloocan City
(+63) 921- 4690576

I hereby certified that all information stated above is true and correct.

Raymond N. Navarra

