

SAN ROQUE PROPER
TALISAY CITY, CEBU, PHILIPPINES
(63) 906-205-0829
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MAE ANN I. VILLORDON

SKILLS

Computer-knowledgeable.

Monitoring Stocks.

Self Oriented.

EXPERIENCE

ResultsCx Mactan Newtown Lapu-Lapu City,Cebu

Results Associate (Healthcare Account)

September 1,2023-February 12,2024

- Assist members payment
- Assist members Billing Issue.
- Assist members Prescriptions.
- Assist members attestation .
- Assist members for a refill of medication.
- Assist members disenrollment and enrollment.
- Assist members medication refill.
- Assist members refund and reimbursement.
- Assist members about the coverage of the plan.
- Assist members how to use their online access to the plan.
- Assist members about their claims.
- Assist members file a coverage determination and redetermination for the medication to be cover under the plan.
- Assist members about some medication if it's covered or not.
- Assist members about their late payment penalties.
- Assist members about what pharmacies that are preferred pharmacy.
- Assist members about their medication override.
- Assist members about their vacation supplies of medicine.

CDU ESL CENTER, Dr. PV Larrazabal Questhomes Bldg., NRA Mandaue City, Cebu, 6014 - Part-time ESL TEACHER

AUGUST 2016 - SEPTEMBER 2016, FEBRUARY 2017 - MARCH 2017, JUNE 2017

August 2017-September 2017, August 2018 - September 2018

- Teaching reading comprehension and grammar to Japanese & Korean students.
- Handles vocabulary class to elementary kids & university students.
- Also handles a group class.



Edit with WPS Office

EDUCATION

University of Cebu, Sanciango St., Cebu City – Associate in Computer Technology
Undergraduate , Sanciango St., Cebu City

REFERENCE

Ronnie Bregente – CDU ESL Center, HR MANAGER
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Juvy Nebria – CDU ESL Center, President
09171604994 / juvienez@gmail.com

