

Crichel G. Luga

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Brgy. Azagra, Tanjay City, Negros Oriental, Philippines, 6204



Objective:

Seeking a position that would help me develop my skills in accounting, operational efficiency, self improvement, data analysis, and managerial expertise.

Personal Background:

Date of Birth	:	October 10, 1998
Age	:	23 years old
Place of Birth	:	Tanjay City
Father's Name	:	Cristito C. Luga, Jr.
Mother's Name	:	Rachel G. Luga
Parents Address	:	Brgy. Azagra, Tanjay City
Religion	:	Roman Catholic
Sex	:	Female
Civil Status	:	Single
Language Spoken	:	Bisaya/Cebuano, Tagalog and English

Educational Background

Elementary	:	Azagra Elementary School SY: 2005-2011
Secondary	:	Villaflores College SY: 2011-2015
Tertiary	:	Diaz College Bachelor of Science in Business Administration major in Financial Management SY: 2015-2019

Technical Skills

- Microsoft Office (MS Word, Excel, Powerpoint, etc.)

Personal Skills

- Excellent in verbal and written communication
- Highly organized and efficient
- Ability to work independently or as a part of team
- Proven leadership
- Ability to motivate
- Willing to acquire new skills for improvements
- Can work on time and can meet deadlines

Work Experience

Outreach Consultant at Visaya Knowledge Process Outsourcing (2017)

- As a Medical Records Retrieval Specialist, I am responsible for maintaining all the data of their healthcare facility. I make sure it's accurately recorded and then translate that data into codes that are used for insurance reimbursement.
- Handled tasks such as Research Specialist, Pre-PNP Resolution Specialist, PNP Resolution Specialist

Intern at Perpetual Help Community Cooperative (PHCCI) (2019)

- Checking member's statuses for delayed or unpaid payment
- File checking and sorting
- Scanning member's files in accordance to dates

English as a Second Language Teacher at Acadsoc (2019)

- Teach basic English words to improve reading, comprehension and communication
- Answer student questions related to the course content
- Assess student progress

Enumerator for 2020 Census of Population and Housing (2020)

- Collect census data by doing interviews door-to-door. As an enumerator, we help the census bureau gather information on the number of people residing in a particular town, state and country.

Inside Sales Associate (Real Estate) (2021)

- Sourcing new sales opportunities through inbound lead follow-up and outbound cold calls and emails. Understanding customer needs and requirements especially about buy and sell or both. Routing qualified opportunities to the appropriate agents for further development and closure.

English as a Second Language Teacher at Noon Horizons Center (2020-2022)

- Prepares ESL lessons for tutoring sessions to help students make progress in areas of speaking skills and comprehension. Students per session can be in maximum of 8.

References:

1. Joven A. Belmonte, Jr.

Bookkeeper, Rural Bank of Amlan, Inc.

0963 809 5622

2. Daniel Potrido, Jr.

OJT Manager – Perpetual Help Community Cooperative (Tanjay City)

0927 235 4693