



GALE D. PADILLA

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SUMMARY

Results-oriented Billing and Data Entry Specialist with over 7 years of experience in processing insurance claims, verifying invoices, and maintaining data accuracy across multiple client platforms. Proficient in data analysis, invoice validation, and client collaboration to enhance efficiency and streamline operations. Recognized for strong attention to detail, self-motivation, and the ability to meet tight deadlines while ensuring data integrity.

WORK EXPERIENCE

Billing Specialist - Origo BPO **Jan 2023 - Present**

- Verifying invoices to ensure accuracy in pricing, discounts, taxes, and terms of sale.
- Identifying and correcting any discrepancies or errors before submitting them to customers.
- Uploading invoices in various platforms such as Service Channel, Corrigo, etc.
- Working closely with account managers, resulting in improved efficiency and smoother operations.

Insurance Processor - SWAK BPO Corp. **Aug 2020 - Nov 2022**

- Thoroughly reviewing Worker's Comp applications, verifying information provided by applicants, and ensuring that all necessary documentation is complete and accurate.
- Providing customers with multiple quotes from different carriers.
- Developed a comprehensive job aid to support trainers in onboarding new employees.

Teammate - Task Us **Feb 2018 - July 2020**

- Developing a driverless vehicle. Processing data accurately to be entered into the client's system.
- Tagging different kinds of objects on the road to be able to teach the car to drive itself safely.

EDUCATION

Philippine Women's University **2014**

Vocational

- Commercial Cooking NCII

iLead Institute for Learning **2015**

Vocational

- Barista NCII

ADDITIONAL INFORMATION

- **Technical Skills:** Proficient in MS Office and Google Suites, Data Analysis, Invoice Processing and Data Entry
- **Languages:** English, Tagalog
- **Certifications:** Certified Lean Six Sigma White Belt (CLSSWB)
- **Awards/Activities:** Recognized as Top Employee of the Month four times for 2024, consistently achieving the highest level of accuracy in billing and exceeding performance metrics.