



KRISTINE JOY D. ALVAREZ

APPLICANT PROFILE

I am highly organized, detail-oriented, and capable of adapting to new technologies and software platforms quickly. Moreover, my strong interpersonal skills allow me to build rapport with clients and colleagues, fostering a positive and collaborative work environment.

WORK EXPERIENCE

Phoneticall

Virtual Assistant (Magazine Subscription Support) 2026

- Contact existing clients via call to remind them about upcoming magazine subscription renewals.

SAGILITY

Medical Biller/ Healthcare Associate 2020- 2025

- Scrubbing
- Contacting Providers Office to obtained information of the patient
- Maintain electronic and paper medical records, ensuring accuracy and confidentiality.

INSPIRO Relia, INC

Financial Analyst (Inbound and Outbound Calls) 2018 - 2020

- Helping customers to monitor their accounts.
- Process Credit Cards Activation, Installments purchase, escalate reports from customers concerns.
- Providing good customer service assistance
- Contacting customers to offer loans.

IPantalux Development Corp

Accounting Staff 2017 - 2018

- Record financial transactions in the general ledger using accounting software.
- Maintain accurate and up-to-date records of accounts payable and accounts receivable.
- Process invoices, receipts, and payments in a timely manner.

ALORICA

Temps and Staffers 2016 - 2017

- Organize and maintain files, records, and documents in both physical and electronic formats.

REFERENCE

Gerby A. Ritual

Registered Nurse- Baler Aurora

Phone: 09700343700

Rosemari Javier

Admin Clerk - AFP Health Service

Phone: 095628902987

CONTACT

30 Ephesian St. Ph3 Blk 5 Lot 4
Sta. Barbara Villas 2 Brgy.
Silangan
San Mateo Rizal

09673981844

vankris0306@gmail.com

EDUCATION

2011-2015 Graduate
ASIAN INSTITUTE OF
SCIENCE AND TECHNOLOGY

- Business Information Management

2014
TESDA

- Passed NC III Bookkeeping Assessment

SKILLS

- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Computer Skills

LANGUAGES

- English (Fluent)
- Filipino (Fluent)

Kristine Joy D. Alvarez

Applicant