

MARY ANN A. GUTIERREZ

Intake Specialist | Licensed Professional Teacher

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PROFESSIONAL SUMMARY

Result-oriented intake specialist with over 1 year of experience, and over 7 years of work experience on the other fields. Proven for a developed expertise and skills in production management, sales, and meticulous data management. I take pride in being an active listener, highly skilled in navigating scheduling platforms, expert in utilizing digital tools such as Microsoft Office and driven to deliver results efficiently and accurately.

WORK EXPERIENCE

Intake Specialist

IPloy OPC, Ayala Center, Cebu

January 2025 - Present

- Responsible in collecting accurate and necessary information of hundreds of patients while ensuring the confidentiality of it.
- Collect medical records and histories.
- Verify patients' insurance eligibility.

ESL Teacher

CPILS M.J Cuenco Cebu City

July 2024 – December 2024

- Teaches the four pillars of education: Reading, Writing, Speaking, and Listening.
- Helps non-native speakers to develop their English skills whether they use it for business, studies, or businesses.
- Utilizes technology and multimedia resources to keep the class engaging and fun.

EDUCATION

Bachelor of Elementary Education (Cum Laude)

Cebu Technological University, Barili Cebu

Graduated: 2024

SKILLS

- Microsoft office skills
- Data entry
- Management and Leadership Skills
- Customer service
- Detail oriented
- Problem solving skills