



IAN M GARCIA

Intake Coordinator
Safety Officer II



0951-611-0811



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Antipolo City

OBJECTIVE

Obtain a position in your company where I can maximize my knowledge and desire to help the organization in utilizing and delivering service excellence and innovation.

KNOWLEDGE, SKILLS & ATTITUDE

- Knowledge In Estimation
- Knowledge In AutoCAD
- Proficient in Microsoft Office
- Good in communication, interpersonal skills, and attention to details

ELEGIBILITY/CERTIFICATION

- Civil Service Professional Eligibility
- Safety Officer 2 - HSS-COSH077-006

EXPERIENCE

2022-PRESENT
OPTUM

Intake Coordinator

Responsible for preparing the documents of the clients that needed for the procedure that they requested (eg. Sleep apnea procedure). Additionally, scanning, approving and denial of cases that submitted thru the system is also my key responsibility.

EDUCATION

2018 - 2022

Technological Institute of the Philippines - Quezon City

Tertiary - BS Civil Engineering

2016- 2018

Quezon City University (formerly Quezon City Polytechnic University)

Senior High School - STEM strand

2012 - 2016

Matuguinao National High School

Junior High School

2006-2012

Matuguinao Central Elementary School

Elementary Level

EXTRA AND CO-CURRICULAR ENGAGEMENTS

2021 - 2022	Supreme Student Council - Quezon City Civil Engineering Department Representative
2021- 2022	Commission on Elections -T.I.P-QC Auditor
2020- 2021	Civil Engineering Student Council Treasurer
2019- 2020	Philippine Institute of Civil Engineering (PICE) Finance

REFERENCE

Alysa Mae Andrada

Intake Coordinator

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Kimberly Mikee Abella

Intake Coordinator

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