

Michael Jhon Pabe Gregana

Professional Summary

Collaborative leader partners with coworkers to promote engaged, empowering work culture. Documented strengths in building and maintaining relationships with diverse range of stakeholders in dynamic, fast-paced settings.

Work History

SAGILITY PHILIPPINES- Healthcare Service Representative

05/2023 - 01/2025

- Eligibility and benefits
- Credentialing and Recredentialing
- Claims

CourseHero - Online Academic Tutor

08/2021-01/2023

- Mentoring and teaching post-graduate, college undergraduate, senior high school, and high school students worldwide through the CourseHero Online Platform with my expertise in Business Management and Mathematics

Visayas State University - Administrative Assistant

01/2021-12/2022

- Managed the school documents, scholarships, students issues and concerns, and other administrative tasks.

Philippine Statistics Authority - Census Team Supervisor

09/2020 - 10/2020

- Supervised site investigation, reported issues that required further assistance, and managed and monitor teams' performance, workflows and task required daily.

Visayas State University - Data Analyst

01/2020 - 07/2020

- Collecting and analyzing of school data such as enrollment, dropouts, and transferees. Other data analysis are conducted throughout the school year as confidential.



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Baybay City, Leyte

Skills

- Communication
- Flexibility
- Time Management
- Teamwork
- Leadership
- Focus
- Problem Solving
- Commitment to Excellence
- Microsoft Office
- Data Analysis
- Google Suite
- Zoom
- Social Media Management
- Digital Marketing

Education

12/2022

Franciscan College of

the Immaculate Conception

Bachelor in Secondary Education

06/2019

Visayas State University

Bachelor of Science in Agribusiness

Certifications

- Licensed Professional Teacher
- Certified Line Trainor, Humana- SAGILITY Philippines

Languages

Bisaya Tagalog English

Reference/s

Grace De Chavez

Customer Service Representative
HUMANA - SAGILITY Philippines
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