

DENNIS ALVAREZ

LICENSED PROFESSIONAL TEACHER

Career oriented, friendly and can work as a team player, with 3 years' work experience in a government hospital. I've learned how to deal with different personalities with clients and colleagues. I am equipped with the hospital management information system (iHOMIS) it's a database. Looking forward for new job opportunities that I can expand my learning and be in a new environment and culture.

Experience

2019 to Present

Clerk

- Interviews patient's significant others needing admissions.
- Checking of claims attached documents
- Verify patient's PhilHealth

2017 to 2018

Data Analyst

- Accurately and efficiently encode all customer data that needs organizing and recording based on the naming conventions provided by the Principal's Central MIS Department.
- Confirm that entered data accurately aligns with original documentation.
- Adhere to and meet set schedules and deadlines
- Input, track, and maintain all encoded data and records
- Perform such other related tasks and services

Education

2020-2021

Diploma in Teaching Secondary

Eastern Visayas State University, Tanauan Campus

2014-2017

Bachelor of Science in Marketing

Eastern Visayas State University, Tanauan Campus

Certifications and Licenses

Licensed Professional Teacher

Personal Information:

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Email:

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Address:

Imperio Street Brgy. Canramos,
Tanauan Leyte

Skills:

- Data Analysis
- Time Management
- Customer Service
- Good Communication
- Microsoft Word and Excel Office