



PROFILE

"I am a motivated and flexible professional who communicates well, thinks critically, and listens actively. I'm known for being dependable, responsible, and hardworking, and I take initiative when solving problems. I am comfortable working both in teams and on my own, and I stay positive and persistent when facing challenges. I take pride in doing quality work with integrity and contributing to the success of the team or the company."

CONTACT

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4217

JANICE N. PANO

WORK EXPERIENCE

ULTIMATE CARE TRADING LIPA ACCOUNTING STAFF/OIC

(06/01/2014 - 09/05/2016)

- Receiving and Recording Payments for Accounts Receivable
- Handling of Transpo Budget

TTEC Lipa Site – Telstra CUSTOMER SERVICE CONSULTANT

(3/20/17 - 01/11/2018)

- Mobile Assurance Tech Support
- Credit Management (I/O Collections)
- Residential Billing Consultant

PCMS (Primary Care Management Services) MEDICAL BILLING SPECIALIST

(01/11/2018 – 06/25/2025)

- Collection of professional Doctors fee
- Claims Status Inquiry
- Filing of Reconsideration and Appeals
- Checking of Members Eligibility and COB (Coordination of Benefits)

EDUCATION

AMA COMPUTER COLLEGE LIPA BATANGAS

(1997-1999) Computer Programming Associate

THE MABINI ACADEMY LIPA BATNGAS

(1994-1997)

SKILLS

- Active Listening
- Critical Thinking
- Communication Skills