



Judy [REDACTED]

Professional Goals

Seeking for a job in a reputable company where I can show off my knowledge, skills, expertise and enhance my capabilities through exposure to activities that will help me develop it.

Get in touch!

Mobile:

[REDACTED]

Email:

[REDACTED]

Address:

[REDACTED]
[REDACTED]
[REDACTED]

Work Experience

Account Analyst

[REDACTED] | June 2018 - December 2018

[REDACTED] | June 2018 - December 2018

- Provide financial and economic advice
- Prepare and manage new business bids
- Identify and analyze potential fund risk level.
- Coordinate and develop fact sheets, sales reports, revenue reports, proposals, etc for management.
- Make price adjustments according to client requirements

Customer Service Representative

[REDACTED] | December 2018 - June 2019

- Provide Good Customer Service
- Handles Billing, product support, inbound sales, reversals, client inquiries, and collection support.

Clinic Staff / Clinic Assistant Manager

[REDACTED] January 2021 - September 2024

- Creating a positive experience by welcoming and assisting clinic patients
- Analyzing data trends, including any correlation between treatment types and patient outcomes, to develop a better understanding of overall facility efficiency.
- Organizing clinical records, patients health records and other essential documents and resources.
- Training existing employees in any new policies, procedures, or standards to be implemented across the entire clinic.
- Auditing clinic operations and managing facility operation

Academic History

[REDACTED]

Bachelor of Science in Tourism Management

2014 - 2018

[REDACTED]

2010 - 2014

[REDACTED]

2004- 2010

Specializations / Skills

- Communication
- Problem Solving
- Data Analysis
- Team Leadership
- Risk Management
- Digital Creative

Apps & Tools

- Canva
- Google apps
- Microsoft Office (Word,Excel, Powerpoint)
- Adobe Photoshop (Lightroom & Darkroom)