

MA. ADRIENNE DAVID

ONBOARDING/UNDERWRITING SPECIALIST

📍 Zambales, Philippines

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09618594089

PROFILE INFO

Insurance and Mortgage Professional | 4 Years of Expertise

Dynamic and detail-oriented professional with four years of experience in the insurance and mortgage industry. Proven track record in data management, risk assessment, and client-focused solutions. Adept at handling diverse roles, including data entry, claims processing, intake coordination, underwriting, and document management. Demonstrates a meticulous approach to accuracy and efficiency, ensuring seamless operations and exceptional client outcomes.

EDUCATION

2006-2010

COLUMBAN COLLEGE

- Bachelor of Science in Tourism

SKILLS

- Underwriting Fundamentals: Confident in evaluating risk and ensuring compliance with industry standards.
- Analytical Expertise: Strong problem-solving skills and attention to detail, ensuring precision in all aspects of work.
- Data Management: Experienced in encoding, organizing, and maintaining accurate client and operational records.
- Customer Support: Skilled in providing tailored solutions and fostering positive client relationships.
- Confidentiality: Dedicated to maintaining the utmost discretion in handling sensitive information.
- Team Collaboration: Thrives in both independent roles and collaborative team settings.

WORK EXPERIENCE

Menzies Automotive Group

JUNE 2024 - DECEMBER 2024

Brand Ambassador/Sales Representative

- Develop and maintain strong relationships with partners, agencies, and vendors to support marketing initiatives.
- Monitor and maintain brand consistency across all marketing channels and materials.
- Handles customer inquiries, order tracking and upselling

IINK Payments Inc.

2022-2024

Document and Underwriting Specialist

- Responsible for evaluating loan and insurance applications, assessing risks, and ensuring compliance with policies. Duties include analyzing financial documents, maintaining accurate records, and providing recommendations to support sound decision-making.

Bulldog Adjusters

2021-2022

Intake Specialist

- Handles the initial processing of insurance claims by gathering and verifying required information. Responsibilities include reviewing documentation, entering data into systems, and ensuring accuracy and compliance to facilitate timely claim resolution.

REFERENCE

Cesar Vargas

Manager (Bulldog Adjusters)
Contact information, available upon request.

Danah Latonio

Team Leader (IINK Payments)
Contact information, available upon request.