



PORTIA ELAINE ABRAGAN

PROFILE

Proactive and resourceful Administrative Assistant with a strong background in supporting office operations and enhancing team efficiency. Known for excellent organizational skills, attention to detail, and the ability to handle multiple tasks while maintaining a high level of professionalism. Experienced in working with both management teams and clients, ensuring timely and accurate completion of all administrative responsibilities

WORK EXPERIENCE

Investahomes Realty Opc

JULY 2024-PRESENT

Operations lead

- Communicate with buyers and sellers
- Schedule and oversee meetings, inspections, and site visits
- Handle documentation and compliance requirements.
- Assist in resolving client concerns and transaction-related issues

Bronski Law

JULY 2024- DECEMBER 2024

Legal Assistant

- Drafting and editing legal documents, such as contracts, pleadings, and briefs.
- Assist with case preparation, including gathering evidence and organizing documents.
- Using legal research databases, document management systems, and other relevant software

Philippine Health Insurance Corp

OCTOBER 2021-JULY 2024

Claims Adjudicator

- Updating and organizing databases or filing systems
- Review and analyze insurance claims for accuracy, completeness, and compliance with policy terms
- Verify supporting documents, such as medical records, invoices, and contracts, to assess claim legitimacy
- Determine claim eligibility based on company policies, procedures, and industry regulations
- Stay updated on insurance laws, regulations, and industry trends

Philippine Health Insurance Corp

JUNE 2017-OCTOBER 2021

Data Encoder

- Accurately input and maintain data records in the company's database system. Verify data accuracy and resolve any discrepancies or errors
- Perform regular data quality checks to ensure integrity Adhere to data entry procedures and guidelines
- Maintain confidentiality and security of sensitive information Collaborate with team members to meet deadlines

EDUCATION

2021-2024

UNIVERSITY OF BATANGAS

- Master in Public Administration

2013-2017

DALUBHASAAN NG LUNGSOD NG
LUCENA

- Bachelor of Science in Public Administration

SKILLS

- Excellent Communication Skills
- Organization & Design
- Tech Savvy & Multi-tasking
- Detail-Oriented & Data Driven
- MS & Google App Proficiency
- Project management
- Time management
- Keen to details

TOOLS/SOFTWARE

- MyCase
- MS Office 365
- MS Outlook & MS Teams
- MS OneDrive
- MS PowerApps
- Google Workspace
- Monday.com
- Trello
- Canva
- ChatGPT
- ChatToUs