



# LUIGI NUÑEZ

Graphic Design Artist/ Developer (4 years 6 months)

Mobile Number 639694205865  
Email: luiginunez04@gmail.com  
Age: 21 years old  
Location: 1st street Purok Kapayas Brgy. Canjulao, Canjulao, Lapu-Lapu City, Cebu  
Expected Salary: 30,000.00  
Job Level: 2 to 4 Years

## Work Experience

December 2021 to April 2023  
1 year 4 months

### Plan Member Administrator Level

MANULIFE Business Processing Services

1. Responsible for data entry of transactions with utmost attention to quality and quantity
2. Process and capture information to system according to established methods and procedures
3. Handle highly sensitive and heavily regulated funds

January 2020 to April 2021  
1 year 3 months

### Customer Service Advocate

CONCENTRIX

1. Validate and verify member/patient insurance coverage
2. Provides Benefit coverage and Healthcare Policy of Patients Information
3. Process and review claims for adjustment from Healthcare provider and member

April 2021 to December 2021  
0 year 8 months

### Customer Service Associate

WIPRO LIMITED

1. Professionally handle incoming requests from customers and ensure that issues are resolved both promptly and thoroughly.
2. Responsible for assisting an average of 45-55 callers per day---employer, insured, agent, provider, and/or internal customers.
3. Resolves issues to the satisfaction of the customer and follow through to ensure all questions and issues are resolved - Professionally handle incoming requests from customers and ensure that issues are resolved both promptly and thoroughly.

February 2019 to December 2019  
0 year 10 months

### Executive Marketing Officer

Alta Cebu Village Garden Resort, Inc

1. Updates resort marketing promos via social media platform
2. Make Marketing plans to increase sales revenue
3. Prepare events to uphold and invite customers to spend in the resort
4. Create and Design Marketing collateral (Flyers, Tarpaulins & Billboards)

February 2018 to June 2018  
0 year 4 months

### Flyers and Brochures Graphic Design Intern

Easy Travel & Tours, Inc.

1. Develop graphics for product illustrations, logos, and websites.

2. Present the design to clients, the art director and/or the direct supervisor.
3. Obtains approval of concept by submitting rough layouts.
4. Illustrates concept by designing rough layout of art and copy regarding arrangement, size, type size and style, and the related concepts.

November 2018 to December 2018  
0 year 1 months

## **Graphic Design Thumbnail & Poster Artist**

### **Clutchpoints**

1. Create clickbait thumbnail pictures for an article.
2. Create posters for an article

## **Education**

July 2018

### **University of San Carlos**

College graduate in Information and Communication Technology

March 2012

### **St. Alphonsus Catholic School**

High school graduate

## **Skills & Languages**

Data Entry (Advanced)

Customer Service Oriented (Advanced)

Adobe Photoshop & Indesign (Advanced)

Back-office Admin (Advanced)

Marketing (Average)

Marketing Collateral (Average)

Computer Programming (Average)

Graphic Design (Advanced)

Excellent Written and Verbal Communication Skills  
(Advanced)

## **Certificates, Trainings & Associations**

100% CSAT out of 24 Surveys in WIPRO as Medical Billing Specialist

## **References**

**Eva Marie DaÃ±o**

Easy Travel & Tours, Inc  
OWNER

**Cecille Camacho**

Cigna Healthcare Trainer

Liselotte Flores

Business Operations Team Leader

Mechelle Florita

Cigna Trainer

Molina HPS/Cigna Trainer

Mynimo Resume of LUIGI NUÑEZ