

ARIANNE SOTRINA

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- Strong communication skills with a clear verbal communication with customers and colleagues.
- Experience in cash handling, operating cash registers, and record keeping.
- Demonstrates active listening skills to understand and address customers' needs.
- Expertise in phone etiquette in handling inbound and outbound calls.
- Highly skilled in navigating Microsoft Office Suite.

PROFESSIONAL EXPERIENCE

Done - AVA Remote

Care Coordinator | Apr. 2023 - Dec. 2023

- Helped clients with prescription refills, and setting appointments with psychiatrists based on their availability.
- Maintained accurate and up-to-date records, and collaborated with healthcare providers and other care team members to coordinate client care effectively.

Invisible Technologies - Remote

AI Data Trainer | Aug. 2022 - Jul. 2023

- Analyzed and labeled data that will be used to train machine learning models
- Worked with large data sets and use various techniques to prepare data and feed it into machine learning algorithms.

Carelinx Inc. - Remote

Nurse Recruiter | Apr 2022 - Feb 2023

- Conducted interviews using various reliable recruiting and selection tools/methods to filter candidates within the schedule.
- Assessed applicants' relevant knowledge, soft skills, experience, and aptitudes. Complete and maintain candidate documentation or requirements

Carelinx Inc. - Remote

Sales Representative | Aug 2020 - Apr 2022

- Sold nursing services to nursing facilities, clinics, and hospitals within the assigned geographic area/s.
- Closed accounts for workforce solutions with Healthcare facilities

United Coconut Planters Bank (UCPB) - Philippines

Bank Teller | Feb 2018 - Aug 2020

- Processed a variety of financial transactions such as deposits, withdrawals, loan payments, and money transfers.
- Balanced cash drawers and ensure that all transactions are accurately recorded.

EDUCATION

Diploma, Business Administration | Expected Completion 2026

NorQuest College, Edmonton, AB

Diploma, High School | 2013

Tarlac National High School - Philippines