

Leah I. Liebermann

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I am seeking a rewarding position related to banking, finance, insurance, or a similar business field. My eight years of professional experience have been primarily with multinational corporations and involved providing customer support, working with claims and accounts, and reviewing and processing documents. In those positions I enjoyed answering queries and helping people solve their problems. I strive for excellence in the quality of my work products, and I have consistently fulfilled quotas and finished tasks on time.

As a recent permanent resident in the USA, I am eager to pursue the American dream as a trustworthy and productive employee. My goal is to continue to develop my professional skills, preferably in keeping with my academic background in banking, finance or related fields.

Education

May 2008 – Bachelor in Banking and Finance

*College of Economics, Finance and Politics
Polytechnic University of the Philippines
Sta. Mesa, Manila, Philippines*

Attended 2004 to 2008, graduated May 2008. Maintained B+ cumulative GPA. Coursework included economics, banking, finance, accounting, computers, and law.

Work Experience

June 2022 to Present – Accounting Clerk

*Modern Farm Equipment
Gordon, Nebraska, USA*

Reviews daily reports and updates company accounts to ensure that information and accounts balance. Writes reports for office management. Scans documents and organizes online records. Assists with filing of bill and payments/receipts.

August 2020 to May 2022 – Paraprofessional

*Gordon-Rushville High School
Gordon, Nebraska, USA*

Worked as a special needs paraprofessional. Provided support services for students with special needs, including emotional support, writing assistance, academic guidance, prompting, reading, clarifying, editing, calming and motivating. Also worked with general education teachers and resource teachers, with different duties such as decoration, organization, clerical duties, and many more. Helped out as required at the school to serve our local students and educators.

May 2013 to January 2016 – Payments Officer/Claims Support Officer

QBE Group Shared Services Ltd. – Philippine Branch

Taguig City, Metro Manila, Philippines

Reviewed documents and determined whether applicants were entitled to receive worker's compensation. Calculated and processed payments for worker's compensation. Reviewed documents and determined whether claims for expense payments were valid. Calculated and processed the claims for expense payments.

February 2011 to January 2013 – Deposit Chat Specialist

BA Continuum Philippines: A Non-Bank Subsidiary of Bank of America

Taguig City, Metro Manila, Philippines

Answered customer inquiries through chat regarding their checking/savings accounts. Assisted customers with minor requests, such as debit card reissuance and change of address. Processed refund requests.

October 2008 to December 2010 – Vendor Data Analyst: Health Administration BPO

Accenture Delivery Centers

Mandaluyong City, Metro Manila, Philippines

Answered queries and correspondence from healthcare providers regarding health claims. Assembled documentation for claims received. Researched reasons for denial of claims and, if necessary, sent claims for adjustments.

April to May 2008 – On-the-job Training while in college

Citystate Savings Bank

Makati, Metro Manila, Philippines

Assisted with document filing, data entry, and job hiring for the Human Resources and General Services departments.

Personal details

- Nationality: Philippine citizenship
- Permanent US resident (Registration # A6480878)
- Date of Birth: December 1, 1987 at Cogen, Antipolo, Philippines
- Health: Excellent, non-smoker, non-drinker
- Employment Status: Available for full-time or part-time work.
- Work Ethic: Willing to learn and undergo training, can work with a minimum of supervision.
- For more information, click on: <https://www.lieberworld.org/leah-resume.htm>