



# Niña Jona Quito

## Public Servant

Hard-working, detail-oriented, and proactive. With 5 years experience working in the Government. Specialized in evaluating and reviewing records of the public to ensure ownership for insurance benefits. Constantly developing new skills and abilities, and always eager to keep growing and evolving in my profession.

## Contact

### Phone

+639-957-684-173

### Email

quitonb1996@gmail.com

### Address

Capas, Tarlac, Philippines

## Education

### Master in Public Administration

Tarlac State University

2019

### Bachelor of Science

in Business Administration

Major in Financial Management

Tarlac State University

2016

## Expertise

- Data Entry
- Research
- Administrative
- Graphic Design
- Project Management
- Data Monitoring

## Language

English

Filipino

## Experience

### 2019 - Present

Social Security System

#### Processor II

- Responsible in evaluating member's request regarding changing of name, date of birth, adding/deleting of beneficiaries, and updating of marital status; cancellation of multiple records.
- Evaluate claimant's request in updating deceased member's records to avoid fraud in the processing of funeral and death benefits.
- Assist in receiving daily requests, manage and monitor work flow progress in conformity of committed processing time to the public.
- Encode various forms used to update member's records in the system.
- Exceeded 129% average to target accomplishment for the first semester of 2022.
- Constantly participate in attaining the company's mission; dedicate other skills such as graphic designing for company events and programs.

### 2017 - 2019

Social Security System

#### Service Bureau Clerk

- Responsible in evaluating Loan Repayments; and Processing of Unpostable Loans.
- Tasked to encode various forms regarding Loans, and Member's Contributions in the company's system to correct member's record.
- Assigned to log incoming requests and monitor progress.
- Responsible in processing and updating of Self Employed and Voluntary contributions of members - computation of abrupt increase/decrease of contribution, penalties, overpayments/underpayments, and overlapping payments.

## Reference

Available upon request