KAREN JOY CASALJAY

(+63) 976 003 7938

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Cavite, Philippines

PROFESSIONAL SUMMARY

Highly self-motivated professional with a strong background in data processing, analysis, and interpretation. Adept at quickly adapting to and utilizing new systems, showcasing a strong enthusiasm for continuous learning. Demonstrates exceptional attention to detail, consistently maintaining accuracy and precision in fast-paced work environments.

EXPERIENCE

IQVIA   May 2021 - Present
Sr. File Maintainer Associate

- Complete maintenance of reference data (healthcare organizations and prescribers) as essential for U.S. production.
- Perform research such as internet search, phone verification, database matches, etc., to gather information from third parties to validate the completeness and/or accuracy of the data.
- Perform outbound phone verification of details on organization and prescriber records to validate the accuracy of reference data maintained as well as capture client-required details such as primary office address and primary profession/specialty.
- Performs ad hoc data analysis and participates in various process improvements as needed.
- Validate that the information gathered from third-party sources represents accurate new data that should result in an update, creation, or deletion of the database's existing data.

Jiu Zhou Technologies International Inc.   Feb 2020 - Jan 2021
Operations Support - Finance

- Back-office support for online gaming.
- Process inbound and outbound bank transactions and balance-related information.
- Prepare daily bank transactions report.
- Resolve issue/s encountered before and during transactions.

Far Eastern University Alabang   Aug 2019 - Dec 2019
Senior High School Mathematics Instructor

- Teach general mathematics and statistics subjects.
- Create modules in line with the subjects' learning objectives.
- Conduct individual and class performance tasks to enhance students' capability.
- Handle online lectures and assessments for students' further development. Provide consultations for senior high school students' research.

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EXPERIENCE (CONTINUED)

Cavite State University - Silang Campus   Aug 2016 - May 2019
Instructor and Student Research Statistician

- Tertiary Mathematics and Statistics Instructor.
- Prepare course syllabi. Develop instructional materials for students' learning.
- Provide modules to meet the University learning objectives.
- Participates in the preparation of documents for Faculty department accreditation when necessary.
- Attend seminar workshops about classroom management, learning goals, learning activities, and student motivation.
- Provides statistical consultation on data gathering, data management, and presentation on undergraduate theses.
- Provides statistical analysis and interpretation on undergraduate theses.
- Supervise students' undergraduate thesis.

SKILLS

- Proficient in handling and analyzing data, including data entry, data cleaning, and data manipulation using various tools and software.
- Skilled at identifying and resolving problems efficiently and effectively by applying logical and analytical thinking.
- Well-versed in utilizing technology, including software applications, databases, and tools, to streamline processes and improve productivity.
- Strong verbal and written communication skills, allowing for clear and concise expression of ideas and information to diverse audiences.
- Quick to adapt to new environments, technologies, and work methodologies, allowing for seamless integration into diverse teams and projects.
- Strong ability to prioritize tasks, manage deadlines, and handle multiple projects simultaneously, ensuring timely and high-quality deliverables.
- Skilled in gathering, organizing, and analyzing data to derive meaningful insights and make informed decisions.
- Capable of evaluating information objectively, considering multiple perspectives, and making sound judgments based on logical reasoning.

EDUCATION

Bachelor's in Applied Mathematics major in Statistics   June 2012 - April 2016
Cavite State University - Indang, Cavite