

Karen Joy Casaljay

SR. FILE MAINTAINER
ASSOCIATE

About

I am a self-motivated professional with substantial experience in processing, analyzing, and interpreting data. Eager to learn and be able to utilize new systems; always maintains strong attention to detail even when performing in a fast-paced environment.

Contact

☎ 0927 937 4869
✉ karenjoycasaljay@gmail.com
📍 General Trias, Cavite

Skills

Advanced:

Data Processing
Problem-solving

Intermediate:

Microsoft Office
Outbound Voice Calls

Beginner:

SQL

Education History

BS in Applied Mathematics – Statistics Major 2016
Cavite State University – Main Campus

Work Experience

Sr. File Maintainer Associate May 2021 – Present
IQVIA

- 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.

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




- 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.



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Work Experience

Mathematics Instructor

Aug 2019 – Dec 2019

Far Eastern University Alabang –
Senior High School

- 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.

Statistician

Aug 2016 – May 2019

Cavite State University – Silang Campus

- 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.

Instructor

Aug 2016 – May 2019

Cavite State University – Silang Campus

- 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.
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