

KAREN JOY CASALJAY

(+63) 976 003 7938

karenjoycasaljay@gmail.com • [Linkedin.com/in/karenjoycasaljay](https://www.linkedin.com/in/karenjoycasaljay)
Cavite, Philippines

PROFESSIONAL SUMMARY

Dynamic and self-motivated professional with a robust background in data processing, analysis, and interpretation. Adept at swiftly adapting to and leveraging new systems, showcasing a fervent commitment to continuous learning. Demonstrates exceptional attention to detail, ensuring precision and accuracy in fast-paced work environments.

SKILLS

- Proficient in comprehensive data handling, encompassing data entry, cleansing, and manipulation utilizing various tools such as Excel, Google Sheet, Salesforce, and basic SQL.
- Proficient in gathering, organizing, and analyzing data to extract meaningful insights and facilitate informed decision-making.
- Exceptional problem-solving abilities demonstrated through logical and analytical thinking, adept at identifying and resolving issues efficiently.
- Strong verbal and written communication skills, facilitating clear and concise expression of ideas to diverse audiences.
- Quick adaptability to new environments, technologies, and methodologies, fostering seamless integration into diverse teams and projects.
- Excellent task prioritization, deadline management, and multitasking abilities, ensuring timely delivery of high-quality outcomes.
- Objective evaluation of information, considering multiple perspectives to make sound judgments based on logical reasoning.

EXPERIENCE

IQVIA

May 2021 - October 2023

Sr. File Maintainer Associate

- Managed maintenance of reference data (healthcare organizations and prescribers) crucial for U.S. production, ensuring accuracy and completeness through rigorous validation methods.
- Conducted in-depth research including internet searches and phone verifications to validate data accuracy, meeting client requirements and industry standards.
- Contributed to process enhancements and performed ad hoc data analysis to support continuous improvement initiatives.
- Ensured the authenticity of information sourced from third-party entities, thereby facilitating data updates, creations, or deletions in the database as warranted.

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EXPERIENCE (CONTINUED)

Jiu Zhou Technologies International Inc.

Feb 2020 - Jan 2021

Operations Support - Finance

- Provided back-office support for online gaming operations, handling inbound and outbound bank transactions and reconciling balance-related information.
- Resolved transaction-related issues promptly, ensuring smooth financial operations.

Far Eastern University Alabang

Aug 2019 - Dec 2019

Senior High School Mathematics Instructor

- Delivered high-quality instruction in general mathematics and statistics, fostering student learning and development.
- Delivered online lectures and provided research consultations for senior high school students.

Cavite State University - Silang Campus

Aug 2016 - May 2019

Instructor and Student Research Statistician

- Curriculum Development: Skillfully prepare comprehensive course syllabi and develop instructional materials tailored to facilitate students' understanding and achievement of university learning objectives.
- Accreditation Support: Contribute to the preparation of documents required for faculty department accreditation, ensuring alignment with institutional standards and requirements.
- Statistical Consultation: Provide expert guidance on data gathering, management, and presentation strategies for undergraduate theses, ensuring the integrity and accuracy of statistical analyses.
- Theses Supervision: Oversee undergraduate thesis projects, offering valuable mentorship and support to students throughout the research process, culminating in the successful completion of high-quality theses.
- Statistical Analysis and Interpretation: Apply advanced statistical techniques to analyze and interpret data presented in undergraduate theses, offering valuable insights and contributing to the advancement of academic knowledge.

EDUCATION

Bachelor's in Applied Mathematics major in Statistics

June 2012 - April 2016

Cavite State University - Indang, Cavite