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**IMELDA**

**IMELDA.336377@2freemail.com**

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 **POSITION DESIRED: Any position that fits my qualifications.**

**OVERVIEW**

Successful fifteen years track record in researching, resolving, and filing documents and promoted as QA Data Researcher.

Four years track record in encoding, transmitting messages, assisting calls, and promoted as Senior Beeper Service Specialist.

Knowledgeable in MS Office applications.

 Proven ability to meet established deadlines.

Manage multiple tasks in quality and timeliness.

**EDUCATION**

**Bachelor in Office Administration, 1993-1997**

Polytechnic University of the Philippines- Sta. Mesa, Manila

**WORK EXPERIENCE**

**Company: DSII DATA SOLUTION INFORMATION INC**., **Philippines**

**Date Hired**: August 2001 to July 2016

**Position:** Quality Analyst-Data Researcher

**Duties and Responsibilities:**

 **Experience in office administration and clerical duties for the first two years:**

* Typing, filing, organizing, and storing paperworks, documents, and computer-based information.
* Photocopying and printing various documents sometimes on behalf of other colleagues.
* Using the variety of software packages such as MS Word and Excel to produce correspondence and to maintain presentations, records, spreadsheets, and databases.

 **As Data Researcher**:

* Acquiring data from primary or secondary data sources and maintaining databases and data systems.
* Interpreting data, analyzing results using statistical techniques and providing ongoing reports.
* Verify that the information in the title search and accompanying documentation is accurate and complete so they can provide accurate title information to client database.
* Make document discrepancy reports for customer title companies.

 **As Quality Analyst Data Researcher:**

* Filtering data by reviewing computer reports and printouts.
* Work with management to prioritize business and information needs.
* Proactively improving the quality of company reporting.
* Providing a high level of data quality.
* Examine the Chain of Title through public records to determine legal condition of property title.
* Examine copies of records such as mortgages, liens, judgements, easements, and plat map books to determine ownership and legal restriction and their impact on property.
* Resolve any issues such as missing information, incomplete, inaccurate, and contradictory information contained in the title documentation.
* Responding thru client's emails and resolving the problems and queries after data transmission.

 **Company: TELECOMMUNICATION SERVICE PROVIDERS INC (TELSERV), Philippines**

**Date Hired**: August 1997 – July, 2001

**Position:** Senior Beeper Service Specialist

**Duties and Responsibilities**

* Receiving, editing, encoding, and transmitting messages accurately.
* Coordinating variance and other relevant data to head shift supervisor.
* Assisting calls in Page Message Retrieval.

 **PERSONAL  DATA**

Date of  birth: 14 May, 1977

 Civil  Status: Single

Nationality: Filipino

Visa Status: Tourist Visa valid until 27 March, 2017

I hereby certify that the foregoing information is true and correct to the best of my knowledge and belief.