Jomar Pajenago

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Professional Summary

Detail-oriented Data Specialist with experience in financial data validation, operational reporting, and system-based uploads. Skilled in Excel, Power BI, Google Sheets, and SQL for ensuring data accuracy, consistency, and timely reporting. Adept at maintaining data quality, resolving discrepancies, and supporting decision-making through reliable documentation and dashboards.

Core Skills

- Data Entry, Cleaning, and Validation
- Accuracy and Attention to Detail
- Data Consistency and Record Checking
- Excel, Google Sheets, Power BI, and SQL
- Financial Data Tracking and Reporting
- Report Preparation and Documentation
- Remote Collaboration and Task Ownership
- Time Management and Independent Work

Work Experience

Freelance Data Specialist | Remote | Apr 2024 – Jul 2025
- Entered, validated, and uploaded financial and operational datasets into data management systems.
- Standardized formats, resolved discrepancies, and monitored data accuracy across monthly reports.
- Prepared Excel and Power BI dashboards to summarize client metrics and performance data.
- Supported teams in maintaining data quality, efficiency, and report delivery timelines.

Administrative Assistant | City Government of Antipolo | Feb 2023 – Aug 2024
- Collected and recorded operational data from multiple departments.
- Reviewed entries for completeness and corrected inconsistencies before submission.
- Prepared reports to improve documentation accuracy and operational monitoring.
- Coordinated with data management staff to ensure up-to-date financial and administrative records.

Revenue Collection Clerk | City Government of Antipolo | Sep 2018 – Feb 2023
- Processed and reconciled daily financial transactions with high attention to detail.
- Uploaded and tracked data in government financial systems, ensuring compliance with reporting deadlines.
- Prepared monthly and annual financial reports supporting audits and operational reviews.
- Maintained accuracy and confidentiality when handling sensitive fiscal data.

Education

- Associate in Computer Science – Datamex Institute of Computer Technology – Antipolo, Rizal (2010)

Certifications

- Data Analysis Using Python
- Python for Data Science
- Data Science Foundations – Level 1