

JAEMEE SAN JUAN

Data Analyst/QA Specialist

Contact

Bacoor City, Cavite

Skills

- Genealogy & Family History Research
- Data Annotation & Quality Review
- Audio/Video Transcription
- Research & Information Organization
- Customer Service
- Training & Team Support
- Remote/Freelance Work
- Crochet artist and experienced crafter

Other Work Experiences

Convergys
Customer Service Representative
Credit & Collections Representative

Verbal Advantage Solutions
Operations Manager / Trainer

XAX Music Entertainment
Executive Assistant

About Me

Detail-oriented with experience in research, document indexing, transcription, data annotation, quality control, customer service, and administrative support. Experienced in remote freelance work, data review, and independent research, with the ability to quickly learn new systems and work efficiently with minimal supervision.

Education

Veterinary Medicine
1998 - 2000
De La Salle Araneta University

Civil Engineering
1994-1998
Lyceum of the Philippines

Recent Work Experiences

Jaenerys Arts and Crafts
2024-present
Owner / Crafter
- Create unique crocheted dolls and other pieces
- Create woodwork, clay art, resin art and others
- Create patterns for own crocheted designs

Remotasks
2022-2023
Internal Auditor (promoted)
- Monitor teams and make sure that everyone is doing their job
- Report any inconsistencies and issues with teams, employees and trainers. Serve memo if necessary
- Review materials and see if they are good

Remotasks
2020-2022
Trainer (promoted)
- Train and manage LiDAR annotators
- Create training materials
- Report to team leader and manager

Remotasks (Formerly ScaleAPI)
2017-2024
Freelance LiDAR annotator
- Annotate LiDAR data for self driving cars and robots

Upwork and TranscribeMe
2017-2022
Freelance audio and video transcription
- Listen to voice recordings, interviews or videos and typing the spoken words accurately into a document.