



# JEREMY PAMARANGLAS

## About Me

Detail-oriented data entry professional with extensive experience in accurately inputting and managing member information.

Proficient in assisting pharmacies and healthcare providers with Prior Authorization submissions and ensuring data integrity.

Known for a collaborative approach and a strong focus on precision and detail.



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735 Brgy, Concepcion, San Pablo City, Laguna

## Language

- English
- Tagalog

## Expertise

- Attention to details
- Spreadsheets
- Management Skills
- Flexible
- Problem-Solving
- Multi-tasking

## Experience

### VIRTUAL ASSISTANT

Data Entry Clerk  
Cloud Top Health

**2023 – 2024**

- Accurately inputs member information.
- Assisting pharmacy and provider to submit Prior Authorization.
- Checking and assuring data information is accurate and correct.

### VIRTUAL ASSISTANT

Assistant Manager  
Opulent Automation

**2022 –2023**

- Contributed to the creation of updated store lists for E-commerce.
- Collected and communicated financial and statistical information.
- Preparation of budget spreadsheets, monthly profit reports, and sales statistics.
- Performed primary research on best-selling products and identifying emerging customer trends.

## Education

### Laguna State Polytechnic University

Bachelor of Industrial Technology

Major in Architectural Drafting

2019 - 2023