

Maebel Vidal Pacencia

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OBJECTIVE

To obtain a position as a valuable member of a well-established organization with a stable environment that will broaden my knowledge and skills which will be beneficial for my personal growth and the company's advancement.

SKILLS AND QUALIFICATIONS

- With experience using different systems such as Infor Lawson, CTMS, Cherwell Ticketing System, Mosaic (Oracle Cloud) and Share point.
- With basic knowledge on Microsoft Operating System (MS Teams, Outlook etc.)
- Knowledgeable on MS Word, MS PowerPoint, and MS Excel
- With good written and verbal communication.
- Good team player and with ability to handle multiple tasks.
- Hardworking and self-driven

WORK EXPERIENCE

June 2022 - Present

PPD Pharmaceutical Development Philippines Corporation

Sr. Site Payment Associate II

- Currently working as a senior site payment associate managing payments for 1 study site. Serves as the primary contact for the study team and investigative sites for selected country of EMEA.
- Compiles data from multiple sources to generate payments to sites in accordance with procedural documents and site contracts.
- Ensures adherence to country-specific regulations which affect and impact ability to pay. Manages payment responsibilities and workflow to meet contracted timelines and project deliverables.
- Builds and manages relationships with study sites and interface, on occasion, with clients for payment-specific issues.
- Responds to study-related escalations and resolves payment-related findings. Escalates project risks appropriately.
- Trains study teams on site payment processes, including setting expectations around site payments' requirements and deliverables.
- May process investigator payments in middleware and financial system; manage refunds, credit notes, late payment fees, pre-payments or investigator meeting reimbursements.
- May build and enter budgets and SVTs; work on transparency reporting; perform study reconciliations; manage and maintain investigator funds tracker for studies transitioned to site payments.
- As a senior team member, assists in providing training, guidance, and review to junior team members.

June 13, 2017 – June 2022

PPD Pharmaceutical Development Philippines Corporation

Site Payment Associate II

- Responsible for payments for 5 study sites.
- Generated payments to sites in accordance with procedural documents, site contracts and country-specific regulations.
- Built and managed relationships with internal study teams and investigative sites.

April – December 2016

Land Bank of the Philippines Talavera Branch

On the job training (500 hours)

- Troubleshoots computer hardware and software problem.
- Provides technical support for the Employees
- Data retrieval from the system
- Data encoding.
- Assists in check sorting and scanning

SEMINARS/TRAININGS ATTENDED

Entrepreneur and Labor Law seminar

Held at Mega Center Cabanatuan City on March 9, 2017

Recent Trends in Internet-based Marketing

Held at Ibay Zion Hotel Baguio City on January 28, 2015

SAITE 2014 ICT Education: Your Passport to Global Success

Held at Lou-is Resort and Restaurant, Balanga City, Bataan on September 5, 2014

Y4IT Youth Congress on Information Technology Imagine Innovate Inspire

Held at SMX Convention Center Manila on September 19, 2013

ACADEMIC BACKGROUND

- Tertiary : **Bachelor of Science in Information Technology**
College for Research & Technology
Cabanatuan City
2015-2017
- **Bachelor of Science in Information Technology**
Araullo University (Phinma Education Network)
Cabanatuan City
2012-2015

PERSONAL INFORMATIONS

Citizenship : Filipino
Date of Birth : May 21, 1995
Civil Status : Single
Religion : Catholic