

# CLINTON GARCIA

Data Analyst

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## TECHNICAL SKILLS

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**Languages:** HTML/CSS/Javascript

**Core Competencies:** Web Development, Problem-Solving & Troubleshooting, Computer Literacy & IT Support, Self-Motivation & Time Management, Adaptability to Remote Work Tools, Strong Communication & Collaborations.

## EXPERIENCE - 4 YEARS

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### Department of Labor and Employment

**Jun 2020 – Dec. 2020**

*Government Internship Program*

*San Jose, Antique*

- Streamlined project workflows at the Department of Social Welfare and Development (SLP Office) by efficiently organizing files, encoding data, and managing document printing, ensuring timely task completion
- Optimized application processes by providing dedicated assistance and efficiently handling forms, improving overall efficiency
- Resolved technical issues by troubleshooting PCs and executing various IT-related tasks, enhancing system functionality and user experience

### Department of Social Welfare and Development

**Jan 2021 – Dec 2021**

*Administrative Aide II*

*San Jose, Antique*

- Managed data entry and record-keeping for the Local Assistance Grant (LAG) Program, ensuring accuracy and efficiency.
- Provided expert technical support, diagnosing and resolving hardware issues to maintain seamless office operations.
- Optimized recipient file management, streamlining records for improved accessibility and organization.

### Freelancer

**Jan. 2022 - Jun 2022**

*Freelance*

*San Jose, Antique*

- Provided expert freelance IT support, enhancing system functionality and user experience by troubleshooting XAMPP, MySQL, and front-end coding issues.
- Offered specialized technical assistance for thesis projects, guiding students through complex system challenges.
- Demonstrated versatility in IT support, efficiently resolving hardware and software issues across desktops, laptops, and mobile devices.
- Executed precise and efficient data entry tasks, ensuring accuracy, attention to detail, and data integrity for client projects.

**Provincial General Services Office***Administrative Aide III***July 2022 - Dec 2023***San Jos, Antique*

- Developed and implemented a systematic tagging process using stickers linked to property numbers, ensuring a well-organized and efficient inventory system.
- Provided comprehensive administrative support, assisting in various tasks to enhance the efficiency of provincial operations.

**Provincial General Services Office***Data Encoder VIII***Jan 2024 - Jan 2025***San Jos, Antique*

- Assisted in comprehensive inventory management of provincial equipment, ensuring accurate recordkeeping and organization.
- Developed an efficient inventory tracking system to enhance monitoring and asset management.
- Identified and resolved equipment discrepancies, ensuring data accuracy and accountability.
- Managed the creation of Inventory Custodial Slips (ICS) for all government equipment, maintaining precise documentation and compliance.

**EDUCATION****Advance Central College**

Bachelor of Science in Information System

**2016 2020***San Jose, Antique***Technical Education and Skill Development Authority (TESDA)**

Visual Graphic Design NCII

**2018 - 2018**

San Jose, Antique

**CERTIFICATES****Visual Graphic Design NCII**

Tesda

**June 2018****Ethical Hacking: Crypto 101***Google Learning***July 2023****CSS and JavaScript Crash Course**

Proper Dot Institute/ Udemy

**June 2024****Web Development with CSS and HTML for Beginners**

Alison

**July 2024**

**EF SET English Certificate 62/100 (C1 Advanced)**

Common European Framework of Reference (CEFR)

**February 2025**

**CEFR C2 | goFluent C2**

goFluent

**March 2025**

**AI-Powered Content Creation with ChatGPT - Master ChatGPT**

Manthan Patel/ Udemy

**March 2025**

**CPMM – Certified Professional Marketing Manager**

Dr. Jose Prabhu J/ Udemy

**March 2025**