CZARINA JANE

Professional Summary

A motivated and creative Associate in Computer Technology graduate with strong design, documentation, and communication skills. Proven ability to perform effectively under pressure and deliver quality results. Experienced in office assistance, data privacy handling, and freelance artwork creation.

Professional Experience

Student Assistant — Data Privacy Office
La Verdad Christian College | 1 Year
• Assisted in maintaining and organizing confidential data and reports.
• Supported documentation processes to ensure data privacy compliance.
• Handled clerical tasks efficiently under strict deadlines.

Freelance Artist
Self-employed | Ongoing
• Created personalized artworks for various clients.
• Collaborated with clients to meet design preferences and deadlines.
• Developed strong time management and creative problem-solving skills.

Education

Associate in Computer Technology
La Verdad Christian College
• Focused on computer systems, programming, and digital design.
• Developed a strong foundation in technology and communication.

Key Skills

• Design and Creativity
• Data Management
• Communication and Documentation
• Time Management
• Working Under Pressure