

Charles Andrei Ignacio

Graduated in Information Technology



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Professional Summary

A motivated fresh graduate in Information Technology eager to understand how different systems within an organization work together to drive success. Proficient in Microsoft Excel and MS Office, with skills in computer troubleshooting, VBA automation, and support for basic marketing and administrative tasks. Equipped with foundational programming and web development skills (HTML, CSS, JavaScript, PHP/Laravel, SQL), and seeking an opportunity to apply technical and analytical abilities to turn ideas into practical, real-world solutions while continuously learning and growing.

Professional Experience

On-The-Job-Training (Dev & assistant)

Banadero, Calamba City

July 2024 – November 2024

Assisted with clerical tasks using Microsoft Office and document handling, and developed an online form system that auto-generated permits, clearances, and certificates, improving the speed and accuracy of document processing.

Freelance Front End Developer

YOKOHAMA MINERVA

Jun 2025 – July 2025 (1 month)

Improved efficiency by reducing code redundancy and optimizing JavaScript functions, enhancing UI performance and usability through better file handling and front-end logic, and contributing to a cleaner, more maintainable codebase for easier future updates.

Education

Bachelor of Science in Information Technology

City College of Calamba | 2021 – 2025

Graduated: June 2025

Studied software development, database management, networking, and web technologies. Completed a capstone project focused on real-world IT solutions in Casa Verde De Banadero.

Information and Communications Technology (ICT)

City Global College | 2020 – 2021

Graduated: May 2021

Learned computer fundamentals, programming basics, and hardware troubleshooting. Experienced with Microsoft Excel (data entry, formulas, formatting).

Skills

- VBA Automation of Repetitive Tasks
- Inkscape / Figma vector graphic design
- Mastering Microsoft Office
- Computer Programs & Software
- Data Analysis
- Networking
- Programming Back-End Development
 - 1. HTML/CSS/JS
 - 2. PHP/LARAVEL
 - 3. SQL
 - 4. TAILWIND / Live Wire
 - 5. GIT

Certification

Cisco Certified

- Introduction to Cybersecurity
Networking Academy Completed | Nov-24-2023
- Introduction to IoT and Digital Transformation
Networking Academy Completed | Apr-28-2024

Wadhwani Certified

- Employability Skills
Wadhwani foundation | Mar-22-2025

