

CHARLENE H. JUSGADO

BASIC INFORMATION

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EDUCATION

University of Perpetual Help System Laguna
Bachelor's of Science in Computer Science

Biñan, Laguna
Expected Graduation: June 2028

- **Concentrations:** Data Science
- **Related Coursework:** Discrete Mathematics, Data Analytics, Python Programming, UI & UX Design, Computing in Python, Business Analytics, Business Analysis, Advanced MS Excel

Scholarship: Recipient of DOST-SEI Science and Technology Scholarship 2024

SKILLS

Technical Skills

- Microsoft Excel (Advanced)
- Python
- Data Analysis
- Data Reporting
- Data Visualization

Soft Skills

- Client Relations
- Networking
- Team Collaboration
- Research & Analytics
- Problem-Solving

Tools & Software

- Microsoft Excel
- Word
- Powerpoint,
- Google docs
- Google sheets
- Google drive

PROJECTS

Cadet Attendance Checker via MS Excel
Office Personnel & Attendance Manager

Biñan, Laguna
May 11, 2025

- Used Microsoft Excel and the Fuzzy Lookup add-in to match over 1,000 student names from attendance submissions on Google Forms with a master list to achieve accurate attendance records, identifying students as absent or present using COUNT IF.

ACTIVITIES AND ENGAGEMENTS

CSSC LOGISTICS COMMITTEE
Member

Biñan, Laguna
2024 - 2025

- Organize and manage events, ensuring all necessary materials and equipment are present and delivered on time. Handles the delivery of documents for signatures and maintains communication with teachers, faculty, staff, and the committee to ensure seamless coordination.

ROTC OFFICE PERSONNEL
Office Personnel

Biñan, Laguna
2024 - 2025

- Handles and organizes files of students and officers.
- Creates documents, spreadsheets, and PowerPoint presentations.
- Part-time IT technician

Biñan, Laguna

CSSC DOCUMENTATION COMMITTEE

Member

2025-2026

- Collaborates with the documentation committee to review, update, and organize key documents ensuring they are accessible, accurate, and useful to staff.
- Photograph events and report the collected data.

Junior Philippine Computer Society - UPHSL

Biñan, Laguna

Auditor

2025-2026

- Review financial records, ensuring accuracy, and monitoring compliance with established policies and procedures.
- Record all financial transactions, create financial reports, analyze and present the findings.
- Contribute ideas on events and organizational strategies.

Ramshackle Shop

Biñan, Laguna

Co-Founder & Client Relations Lead

2025-2026

- Identifies potential clients and partners
- Delivers persuasive sales presentations
- Collaborates with the team to develop strategies
- Expand customer base

CERTIFICATIONS

Test of English for International Communication (TOEIC)

- TOEIC Score: 895
- Year Received: 2024

Business Analytics with Excel

John Hopkins University

- Credential: <https://coursera.org/share/19961888a0a83e9f80a4741bef41e6d5>

Business Analysis & Process Management

Coursera

- Credential: <https://coursera.org/share/65225062c573783d0973e80870f3ba8d>

Introduction to Bookkeeping

TESDA

- Credential: <https://drive.google.com/file/d/111YoDBNaEhGabkcUWI4VtzTcuOP7uceD/view>

Data Fundamentals

IBM

- Credential: https://www.credly.com/badges/5a64c24d-c526-4c85-a072-3b9020dcf9a1/linked_in_profile

BIC3 GS6 Level 1

Certiport

- Credential: https://drive.google.com/file/d/1wLb458W98g90XFJ7kDjQ8O-D_LvJAF6A/view?usp=sharing

Google | Foundations: Data, Data, Everywhere

Google

- Credential: <https://coursera.org/share/a36b2749fbe2c7b958faaf4bf14ed4b4>

Google | Ask Questions to Make Data-Driven Decisions

Google

- Credential: <https://coursera.org/share/e635f985b6054700f51f48256a77e166>