

CHARLENE H. JUSGADO

BASIC INFORMATION

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GitHub	github.com/ShaunCipher

EDUCATION

University of Perpetual Help System Laguna

Biñan, Laguna

Bachelor's of Science in Computer Science

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

Biñan, Laguna

Office Personnel & Attendance Manager

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

Biñan, Laguna

Member

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

Biñan, Laguna

Office Personnel

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/111YoDBNaEhGabkcUWl4VtzTcuOP7uceD/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>