

ALTHEA MAIER R. LERON

COMPUTER ENGINEER

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A reliable and detail-oriented individual with internship experience in documentation, data entry, and Excel-based tracking. Skilled in using Microsoft Office and familiar with SQL, Power BI, and Excel for basic data cleaning and visualization. Eager to apply what I learned during my internship and continue improving my skills in a professional work environment.

KEY SKILLS

Technical Skills

- Microsoft Excel (formulas, pivot tables, VLOOKUP/XLOOKUP, conditional formatting, and data cleaning)
- Basic SQL (queries and data cleaning)
- Data visualization (Excel dashboards, Power BI basics)
- Data entry and management (handling and organizing datasets)
- Microsoft Office (Word, PowerPoint)

Soft Skills

- Fast learner and eager to improve
- Reliable team player
- Flexible with tasks and priorities
- Proactive and able to ask for guidance when needed
- Detail-oriented
- Good communication skills

EXPERIENCE

Internship - First Laguna Electric Cooperative, Inc. | Lumban, Laguna

July 2024 - August 2024

- Performed data entry and managed records
- Organized and filed documents
- Sorted Cash Voucher and Journal Voucher files
- Used Excel for data tracking, formatting, budgeting, and bidding sheets
- Developed a simple application using Visual Basic to convert Excel files to .dat format

EDUCATION

Bachelor of Science in Computer Engineering

2021 - 2025

Southern Luzon State University - Lucban, Quezon

PROJECTS

- **World Layoffs Data Cleanup** – Cleaned and organized a messy world layoffs dataset using SQL, ensuring accuracy and readiness for data analysis.
- **Sales and Revenue Dashboard** – Used SQL for data cleaning and Excel to design a dashboard that visualized sales trends and revenue performance.
- **Netflix Movies and TV Shows Dashboard** – Created a visual dashboard in Excel to show the total number of movies and TV shows produced over the years.

CERTIFICATIONS

- Civil Service Exam Passer - Professional Level
- Safety Officer 2 (SO2) - Certified

CHARACTER REFERENCE

JERWIN OBMERGA

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