

CHARLES

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PROFESSIONAL SUMMARY

Dynamic Administrative Assistant with 1 year of experience in document management and data accuracy, transitioning into a Junior Web Developer role. Skilled in Microsoft Office, administrative operations, and core web technologies (HTML5, CSS3, JavaScript), with a strong foundation in Python, C++, and data structures and algorithms. Eager to apply technical and organizational skills in a collaborative development environment.

EDUCATION

Bachelor of Computer Science

2021 – 2025

National Chi Nan University | GPA: 3.21 / 4.00

Organization: NCU Indonesian Student Association

Courseworks: Data Structures and Algorithms, Operating System, Linux SysAdmin, Advanced Algorithms, Machine Learning, Principles and Practice of Blockchains, Introduction to AI

PROJECTS

AuctiChain (<https://github.com/char-123717/AuctiChain>)

Jul 2025 – Nov 2025

Personal Project | HTML/CSS, JavaScript, solidity, Supabase, Node.js, JWT authentication

- Developed a Web3-based auction platform using Ethereum Sepolia, implementing smart contracts for secure and transparent bidding. Features include wallet login, on-chain bidding, and a responsive UI that connects seamlessly with blockchain transactions.

Airkeys Interactive (<https://github.com/char-123717/Airkeys>)

Sep 2024 – Jun 2025

Thesis | HTML/CSS, Javascript, Mediapipe

- A live-motion piano visualizer that uses MediaPipe hand tracking to let users play songs through hand gestures. It generates real-time piano block-note animations that respond to finger movements, creating an interactive gesture-based music experience.

WORK EXPERIENCE

Administrative Assistant

Sep 2022 – Jun 2023

National Chi Nan University – Taiwan

- Proficient in Microsoft Word, Excel, and PowerPoint, handling document formatting, editing, and preparation of professional reports and presentations.
- Performed accurate data entry while maintaining data integrity and proper documentation.
- Provided comprehensive administrative support, including email management, document processing, and task coordination.

SKILLS & TOOLS

HTML, CSS, JavaScript, React, Node.js, REST API, Git/Github, Python, C++, SQL Query, VSCode, Solidity, Ether.js