



## About Me

A well-dedicated IT enthusiast who is passionate about her field, loves to improve her skills tirelessly. Having experience in Project Management, Quality Assurance, and Web Development, she is still willing to explore other skills besides those she already has.



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## PROGRAMMING LANGUAGES/PLATFORM

- HTML
- CSS
- JavaScript (Vue, React, Vanilla)
- Python
- PHP
- ServiceNow

## ORGANIZATIONS

**Cisco Networking Academy Gateway (CNAG-CICS)**

**October 2023 - May 2024**

Project Management Committee Member

**Comelec Deputies**

**January 2023 - May 2023**

Deputy Member

**Cisco Networking Academy Gateway (CNAG-CICS)**

**September 2021 - May 2022**

Internal Vice President Staff

# CHARM VILLEGAS

**Web Developer and Quality Assurance**

## PROJECTS/WORK EXPERIENCE

**GoalGrid (Task Management System) using Vue JS**

**April 2024 - May 2024**

Front-End Developer, Quality Assurance

**ServiceNow Developer Trainee at Thirdera**

**(Internship Program)**

**January 2024 - May 2024**

Intern

**Capstone Project: Speak-Assist Web and Mobile Application**

**June 2023 - December 2023**

Project Manager, Quality Assurance

**HireLab Co, Job Portal**

**August 2023 - December 2023**

Front End Developer

**Software Engineering: Spoon & Fork Sales Order System**

**August 2022 - May 2023**

Project Manager

**BookWorm: E-Commerce Website**

**November 2022 - December 2022**

Front End Developer

**Latte 4 U Website using Java**

**April 2022 - June 2022**

Project Leader and Front End Developer

**CICS Microsoft Access Database**

**September 2021 - November 2021**

Project Leader, Front End, and Back End Developer

## EDUCATION

**University of Santo Tomas, Manila**

**Bachelor of Science in Information Technology**

**Cum Laude**

**2020 - 2024**

**St. James Academy**

**Secondary Education**

**With High Honors**

**2014-2020**

## CRASH COURSES

- IT for Business Success (HP Life)
- Inventory Management (HP Life)
- Introduction to Data Science (Cisco Networking Academy)
- Python for Data Science (Great Learning Academy)
- React Accessibility (LinkedIn Learning)

## CERTIFICATIONS

- LambdaTest Software Testing Professional Certificate - July 2024
- Career Essentials in Generative AI by Microsoft and LinkedIn - July 2024
- Certified System Administrator Certification (ServiceNow) - April 2024
- Scrum Foundation Professional Certification (CertiProf) - February 2024
- CCNAv7: Enterprise Networking, Security, and Automation - February 2023

## TECHNICAL SKILLS

- **Project Management:** Experience in managing various projects from different fields
- **UI/UX Design:** Sufficient knowledge in creating mockups and wireframes. Has strong understanding of design principles and user experience practices
- **Content and Technical Writing:** Wide experience in creating written contents including technical documentation
- **Quality Assurance:** Has an experience in writing QA documentation and has utilized various testing approaches to ensure the system's quality
- **Web Development:** Has an experience in coding websites through the use of HTML, CSS, and JavaScript

## WORKSHOPS/SEMINARS ATTENDED

### Level IT Up! Tactics For Web and Mobile and Mobile App Development Mastery

April 2024

- A seminar that tackles various concepts about Blockchain Technology, Work Experiences of Speakers after Graduation, and explore different frameworks and API used in web and mobile development.

### GitThat30: Git Workshop

April 2022

- Teaches beginners on how to use GitHub during group or collaborative projects

### Python Workshop

April 2022

- Teaches beginners the basics of Python and how to install the popular language in our device.

### Designing the Future: Navigating through the World of UX and Tech

April 2021

- A workshop that is given to the CICS students in improving their skills in terms of developing applications with good user experience and design

### JavaScript Workshop

April 2021

- A free workshop given to CICS students that teaches the basics of JavaScript

## SOFT SKILLS

- **Active Listening:** Demonstrated ability to actively listen to team members
- **Empathy:** Possess a strong sense of empathy to members
- **Team Collaboration:** Has an experience in collaborating with different teams
- **Leadership:** Has led multiple projects that fosters active listening and empathy