



# CHARLENE MAE ESCARDA

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## ABOUT ME

*With a passion for bringing creative visions to life. I possess a strong foundation in administrative work, graphic design, and web development. Tech-savvy and proficient. I excel at keeping projects organized and running smoothly. Proactive by nature, I'm always eager to tackle new challenges and learn new skills.*

*I take great pride in my ability to demonstrate dedication, determination, and a quick learning curve, as evidenced by my achievement of being a working student graduate.*

## EDUCATION

2023 - 2018

UNIVERSITY OF CEBU - MAIN CAMPUS

Bachelor's Degree,  
Information Technology

## SKILLS

- Administrative Support
- Graphic Design
- Computer Literate
- Time Managemet
- Organizational Skills
- HTML/CSS/PHP/SQL
- Basic knowledge in SAP

## PROFICIENCY IN TOOLS

- Figma
- Canva
- Notion
- Trello
- Microsoft Softwares (Word, Excel, etc.)
- Google Softwares (GCalendar, GDrive, etc.)
- Azure DevOps
- Visual Studio Code

## WORK

MARCH 2023 -  
MAY 2023

PROWEAVER

### **Web Developer**

- Design, code, and maintain websites according to client specifications using HTML/CCSS & Wordpress.

OCTOBER 2018 -  
DECEMBER  
2022

UNIVERSITY OF CEBU MAIN CAMPUS

### **Head Office Assistant**

- Administrative works
- Handle incoming and outgoing communications, including phone calls, emails, and respond to inquiries.

AUGUST 2022-  
NOVEMBER  
2022

SYMPH

### **UI/UX Design Intern**

- Create wireframes, mockups, and interactive prototypes using design tools such as Figma.

NOVEMBER 2020  
- JUNE 2021

OFFICEPARTNERS360

### **Data Analyst**

- Ensure the accuracy, completeness, and integrity of data.

JULY 2020 -  
JULY 2020

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### **Market Researcher**

- Gather insights into customer preferences, needs, and behaviors.