



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 in administrative work. 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.

WORK

MARCH 2023 - MAY 2023	PROWEAVER
	Web Developer <ul style="list-style-type: none">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 <ul style="list-style-type: none">Administrative worksHandle incoming and outgoing communications, including phone calls, emails, and respond to inquiries.
AUGUST 2022- NOVEMBER 2022	SYMPH
	UI/UX Design Intern <ul style="list-style-type: none">Create wireframes, mockups, and interactive prototypes using design tools such as Figma.
NOVEMBER 2020 - JUNE 2021	OFFICEPARTNERS360
	Data Analyst <ul style="list-style-type: none">Ensure the accuracy, completeness, and integrity of data.
JULY 2020 - JULY 2020	OFFICEPARTNERS360
	Market Researcher <ul style="list-style-type: none">Gather insights into customer preferences, needs, and behaviors.

EDUCATION

2023 - 2018

UNIVERSITY OF
CEBU - MAIN CAMPUS
Bachelor's Degree,
information Technology

TASK EXPERTISE

Administrative Support
Graphic Design
Front-end Web Development
Computer Literate

PROFICIENCY IN TOOLS

MS Word	Gmail	Figma
MS Excel	Outlook	Google Sheet
MS Powerpoint	Capcut	Google Calendar
MS Teams	Canva	

INTERESTS

Movie Series
Reading books
Online Games