

# JASON MARC M. JUSTIZA

BS Information Technology

Currently based in Dubai, UAE

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**Career objective:** To pursue a highly rewarding career, seeking for an experience or job where I can utilize my skills and knowledge efficiently for organizational growth. Adept multi-tasked able to handle a high volume of simultaneous academic office clerical tasks with the highest degree of accuracy and confidentiality. Flexible scheduling availability to include evenings and special departments as required.

## QUALIFICATIONS:

Knowledgeable in trouble shooting on computer hardware & software

Effective communication

Proven experience as an Intern IT

Proven experience as Data Analyst

Ability to break down complex problems and analyze data to provide solutions

Ability to clean and preprocess raw data to ensure it's ready for analysis

Ensuring accuracy in data entry, analysis, and reporting

Ability to translate complex data insights into understandable recommendations for both technical and non-technical stakeholders

Work effectively within teams or as individual

Keen attention to detail

## TECHNICAL SKILLS:

**Programming:** Python (Automation)

**Data Analysis:** SQL (querying and optimization), MS Excel

**Data Visualization:** MS Excel, Power BI

**IT/Networking:** Cisco Packet Tracer (Basic)

**Web Development:** HTML, CSS, JavaScript

## WORK EXPERIENCES:

**S.P Madrid - Philippines**

**Data Analyst (MIS & Reporting)**

Aug 2024 – Aug 2025

- Proven experience as Data Analyst in Debt Collection Agency.
- Collected, cleaned, and analyzed 1K+ rows of cardholders and operational data weekly using MS Excel, supporting strategic process improvement across operations.
- Mostly used Excel formulas: VLOOKUP, XLOOKUP, MATCH, IF, LEFT/RIGHT, COUNTIF/COUNT, CONCAT, TEXT.
- Extracting at least 10 data reports on a daily basis to provide updates from the cardholders every day.
- Automated routine reporting tasks using SQL queries and Python scripts, reducing manual effort and increasing report efficiency and accuracy by 80% eliminating manual errors.
- Optimized SQL queries for faster extraction.
- Stood up as a leader for a handle campaign giving out strategies for more accurate work with the team.

## **Universal College of Paranaque City – Philippines**

### **IT Tech Support Intern**

Feb 2024 – July 2024

- Provided first-level technical support to students and faculty members. (hardware, software, networking issues)
- Install and configure operating system, and PC maintenance. (assemble and disassemble)
- OS Installation and Configuration. (Windows/Linux)
- Troubleshooting hardware issues

## **EDUCATIONAL ATTAINMENT:**

### **BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY, Manila Philippines**

2020 – 2024

### **INFORMATION, COMMUNICATION, AND TECHNOLOGY, Manila Philippines**

2018 – 2020

## **PERSONAL PROJECTS:**

### **Excel Data Cleaning & Validation Tool (Python, Pandas, Streamlit) | GitHub: [jasonmarc234/excel-data-cleaner](#)**

- Built an interactive Streamlit application to clean and validate ad-hoc Excel datasets with unknown schemas.
- Implemented schema standardization, duplicate detection, and required-field validation on raw data.
- Designed missing-value handling to preserve numeric integrity while improving UI clarity.
- Generated cleaned Excel outputs with an embedded validation report for traceability.

### **Simple CRM System (HTML, CSS, JavaScript) | GitHub: [jasonmarc234/simple-crm: A simple CRM system](#)**

#### **Live Demo: [Simple CRM](#)**

- Comprehensive client profiles with name, company, email, phone, and custom fields.
- Deal amount tracking currency with automatic formatting.
- Six-stage lead status pipeline: New, Contacted, Qualified, Proposal Sent, Negotiating, Won, and Lost.
- Three-tier priority system (High, Medium, Low) for effective lead prioritization.

### **FLAMES Game | GitHub: [jasonmarc234/flames: flames game](#)**

#### **Live Demo: [FLAMES Game](#)**

- Provide entertainment through the popular FLAMES relationship game.

## **PORTFOLIO:**

### [\*\*Jason Marc Justiza Portfolio\*\*](#)

## **PERSONAL DATA:**

Birth Date: October 02, 2002

Citizenship: Filipino

Languages: English and Tagalog

Height: 6'0

Weight: 75kgs