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

- Comprehensive client profiles with name, company, email, phone, and custom fields.
- Deal amount tracking in AED currency with automatic formatting.
- Six-stage lead status pipeline: New, Contacted, Uncontactable, Under Negotiation, Fully Paid, and Pullout.
- Three-tier priority system (High, Medium, Low) for effective lead prioritization.

FLAMES Game | GitHub: jasonmarc234/flames: flames game

- Provide entertainment through the popular FLAMES relationship game.

PERSONAL DATA:

Birth Date: October 02, 2002
Citizenship: Filipino
Languages: English and Tagalog
Height: 6'0
Weight: 75kgs