JEANNE MARGARET GUZON

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ABOUT ME

Detail-oriented individual with a passion for creating intuitive and visually appealing digital experiences. Currently pursuing a degree in Information Technology with a focus on human-computer interaction and web development. Proficient in design tools such as Adobe Photoshop, Canva, and Figma. Skilled in building websites and experienced in utilizing HTML, CSS, and JavaScript to create dynamic and responsive web applications. Eager to apply theoretical knowledge in a practical setting to contribute to meaningful projects and gain hands-on experience

SKILLS

Programming: Python, SQL
Web development: HTML, CSS, Javascript, Bootstrap, ASP.NET (C#), Wordpress
Data Analysis & Visualization: Excel, Google Sheets, Power BI, Tableau
Database Management: MySQL, Microsoft Access
Microsoft Office Suite: Word, PowerPoint, Outlook
Version Control: Git & Github
Graphic Designing: Adobe Photoshop, Figma, Canva
UI/UX design: User Research, Wireframing, Prototyping

WORK EXPERIENCE

Banda Kawayan Pilipinas

Deputy Head of Finance and Treasury Team   Feb 2024 - Present
Finance and Treasury Representative   Feb 2018 - Feb 2024

- Managed financial projects, including budgeting, forecasting, and financial analysis.
- Coordinated with team members to prioritize tasks, meet deadlines, and deliver results.
- Communicate with various clients about financial concerns, feedbacks, and inquiries.

KadaKareer Virtual Apprenticeship Program

Virtual Apprentice   Nov 2022 - Dec 2022

- Collaborated with a team for the Iceberg - Sales & Inventory Dashboard Challenge.
- Developed a sales and inventory tracking dashboard in Excel for stock management.

PUP College of Computer and Information Science Laboratory Office

Computer Laboratory Assistant Intern   Nov 2019–Feb 2021

- Managed computer equipment inventory and performed routine checks.
- Tracked and monitored access laboratory policies and procedures for computer laboratories.

EDUCATION

Polytechnic University of the Philippines   **Sta. Mesa, Manila**
Bachelor of Science in Information Technology   Expected Graduation: Sept 2024
Consistent President's Lister

Polytechnic University of the Philippines   **Sta. Mesa, Manila**
Science, Technology, Engineering, and Mathematics   2018-2020

PROJECTS

Agapay Aid: Evacuation Center and Relief Distribution Management Information System in the Philippines

August 2023 – February 2024

Collaborated on development of Agapay Aid, a web-based application dedicated to providing a streamlined solution for managing evacuation centers and ensuring the equitable distribution of relief goods for capstone project.

FureverHome Pet Management System

November 2022 - February 2023

Collaborated on the development of FureverHome, a web platform streamlining pet adoption and fostering. Implemented custom post types and search filters, designed and implemented user registration and login system using Wordpress.

CERTIFICATES

Data Visualization Fundamentals - Project SPARTA PH	Aug 2023
Essential Excel Skills for Data Preparation and Analysis - Project SPARTA PH	Jul 2023
SQL for Business Users - Project SPARTA PH	Aug 2023
AZ-900: Microsoft Azure Fundamentals - Microsoft	June 2022
Data Management Fundamentals - Project SPARTA PH	Apr 2022
Programming Foundations with JavaScript, HTML and CSS - Coursera	Apr 2021

AFFILIATIONS/ORGANIZATION

Google Developer Student Club PUP Main
UI/UX Designer, Graphics Department Manager   Oct 2022 - Aug 2023