



# JESREL PAUL C. AUSA

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Motivated and detail-oriented graduate of Bachelor in Industrial Technology major in Computer Technology, with proven experience in administrative and technical support, programming, troubleshooting, and leadership. Recognized for strong communication skills, efficiency under pressure, and a commitment to continuous learning.

## SKILLS

### Administrative & Office Skills:

- Skilled in organizing office operations, managing digital and physical records, preparing reports, and handling official documentation.
- Coordinating schedules, meetings, travel arrangements, and the filing system.
- Able to draft professional emails, memos, letters of request, and meeting minutes.
- Familiar with processing administrative documents, with a basic understanding of accounting practices and other documents like financial forms, contracts, and other records.
- Skilled in basic office supply management, including monitoring inventory and preparing purchase requests.
- Capable of handling incoming and outgoing communications, including phone calls, emails, and office inquiries.
- Knowledgeable in maintaining the confidentiality of sensitive documents and information.
- Familiar with Microsoft Office tools, Google Workspace, and other tools for efficient daily operations.

### Technical Skills:

- Can troubleshoot computer systems, software issues, hardware, and Networking.
- Competent in performing precise data encoding, validation, and cleaning using database management tools.
- Familiar with database design, management, and query optimization.
- Knowledgeable in C++, Java, Kotlin, Python, JavaScript, and SQL.
- Experienced in building web and Android applications.
- Has experience in machine learning tasks like data preparation and model training.

## EDUCATION AND AWARDS

### SOUTHERN LUZON STATE UNIVERSITY - LUCENA CAMPUS

Bachelor in Industrial Technology major in Computer Technology  
Honors: **CUM LAUDE**

#### Awards:

- Leadership Excellence Award
- Best in Capstone Project
- Leadership Award for BIT-CpT
- Recognition for various organizational contributions
- Consistent Director’s Lister

### CALAYAN EDUCATIONAL FOUNDATION INC.

Senior High School – Humanities and Social Sciences (HUMSS)  
2019 – 2021

## CERTIFICATIONS

**Civil Service Examination – Professional Level**  
(March 2, 2025)

**Civil Service Examination – SubProfessional Level**  
(March 3, 2024)

## EXPERIENCE

### Philippine Statistics Authority – Quezon

On-the-Job Training 2 (720 hours) — Feb to June 2025

- Handled data processing, encoding, and validation for Community-Based Monitoring System (CBMS)
- Provided basic IT support, including troubleshooting system errors, assisting with computer and network issues, and supporting equipment configuration.
- Supported digital records management, basic analysis, and reports.
- Assisted with administrative tasks in accounting and human resources.
- Verified, conducted, and reconciled the physical property inventory of assets and tablet records.
- Created graphic design materials for reports, presentations, activities, and other publication materials.

**Philippine Statistics Authority – Quezon**

*On-the-Job Training 1 (360 hours) — Sep to Dec 2024*

- Provided administrative support to the Accounting Division
- Managed filing systems and coordinated documentation
- Gained exposure to office and administrative protocols
- Provided basic IT support, including troubleshooting system errors and assisting with computer and network issues.

**ORGANIZATIONS AND AFFILIATION**

**SLSU Supreme Student Council Lucena**

*Senator (2022–2023)*

- Represented the student body in council meetings and collaborated with the administration on student-related matters.
- Drafted proposals, arranged meetings, and served as head organizer for various student activities and organizational events.

**SLSU Supreme Student Council Federation**

*Senate Committee for Community Extension Services & Linkages (2022–2023)*

- Organized and coordinated outreach activities with partner organizations that connected the federation with local communities.
- Created and proposed projects, resolutions, and other initiatives to address student concerns.

**SLSU Lucena - Commission on Elections**

*Chairperson (2023-2025)*

- Oversaw fair and transparent student council elections by managing the screening, briefing, and supervision of election officers.

**TRAININGS AND SEMINARS**

- **Python for Cybersecurity**  
*Ethel Programming Computer Programming Services – July 8, 2025*
- **Developing Core Skills for Administrators**  
*Stellar Training Consultancy Services – June 23, 2025*
- **Office and Administrative Management Training**  
*Stellar Training Consultancy Services – June 18, 2025*
- **MySQL/SQL Database Seminar**  
*Ethel Programming Computer Programming Services – June 18, 2025*
- **Basic Practices in Microsoft Excel and Word**  
*Ethel Programming Computer Programming Services – June 17, 2025*
- **Transforming Ideas into Impact: Navigating Intellectual Property and Technology Commercialization**  
*Southern Luzon State University – June 5, 2024*
- **Cybersecurity Threat Awareness: Elevating Digital Defense in the Era of Emerging Technologies**  
*Southern Luzon State University – January 21–22, 2024*
- **Leadership Empowerment through Engaging Leverages and Utilization of Prowess (LEVEL-UP)**  
*Southern Luzon State University – December 12, 2023*
- **USPOAR: Converting Our Advocacies into Legislation Providing Long-Term Solutions**  
*Southern Luzon State University – December 11, 2023*

**SPECIAL SKILLS**

- Proficient in MS Office (Word, Excel, PowerPoint)
- Graphic design skills using Canva and basic Adobe Photoshop
- Conversational in English and Filipino

**CHARACTER REFERENCE**

**JEZZEN V. OBLIGAR**

*PSA Quezon*

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*I hereby certify that the above information is true and correct to the best of my knowledge and beliefs*

**JESREL PAUL C. AUSA**