


ROSE ANN M. BAGOOD

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EDUCATION

Southern Leyte State University
Bachelor of Science in Information Technology

Hinunangan Campus
August 2020 – May 2024

PROFESSIONAL EXPERIENCE

Southern Leyte State University – Hinunangan Campus

Assistant Registrar (Intern)

January 2024 – May 2024

- Provided exceptional customer service to students, faculty, and staff by addressing inquiries promptly and accurately.
- Managed student records with meticulous attention to detail, ensuring data accuracy, compliance, and confidentiality.
- Assisted in streamlining registration and enrollment processes to improve efficiency.

Rural Health Unit (RHU) – Silago

Data Entry Clerk

October 2024 – December 2024

- Managed and updated patient records in the iClinicSys database, ensuring accuracy, confidentiality, and compliance.
- Cross-checked data regularly and collaborated with the team to improve data entry processes.

Bambo-Grove Kitchenette


Graphic Designer

October 2024 – December 2024

- Designed a logo, banner, business card, thank-you sticker, menu book, and birthday layout to enhance branding.
- Created a Facebook page to establish the business's online presence.

PROJECTS

RFID Attendance Management System

 **Tools Used:** JavaScript, HTML, PHP, SQL, Git

- Developed a real-time attendance system that reduced tardiness by 20% and improved productivity by 5% at MAIFSI.
- Designed an intuitive user interface and backend using PHP, JavaScript, and SQL to ensure seamless data management.
- Conducted user training sessions to facilitate smooth adoption of the system.
- Implemented security protocols like data encryption and role-based access control to safeguard employee records.
- Documented system architecture and functionality for future development and maintenance.

TOOLS & SKILLS

Programming & Development:

- **Languages:** PHP, SQL, JavaScript, HTML, CSS
- **Databases:** MySQL, SQLite
- **Version Control:** Git, GitHub
- **Development Tools:** VSCode

Design & Content Creation:

- Canva

Productivity & Collaboration:

- Microsoft Office, Google Suite, Trello