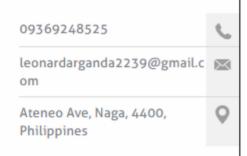
# LEONARD CHRISTIAN DS. ARGANDA



#### CONTACTS



## SKILLS

**Programming Languages** Database Management Technical Assistant Data Entry Technical Support

## PERSONAL DETAILS

Date of birth 22 Jul 2003

Nationality Filipino

Marital status Single

# HOBBIES

Photography, Programming, Martial Arts, Music, Computers, Technology

# LANGUAGES

- English
- Tagalog

#### ABOUT ME

I am a seasoned programmer, fluent in multiple programming languages, with a track record of success demonstrated through numerous victories in competitive programming events. My expertise extends to a comprehensive command of Microsoft Office tools, including Word and Excel, ensuring efficiency and productivity in various professional contexts. As an Eagle Scout, the pinnacle achievement within the Boy Scouts, I embody the dedication, leadership, and commitment to excellence that this prestigious rank represents.

## WORK EXPERIENCE

Technical Assistant, Arganda Law Office, Tinambac

Nov 2023 - Aug 2024

- · Expertly manage and organize critical documents, ensuring efficient workflow and data integrity.
- · Execute high-quality document printing services, catering to diverse business needs.
- · Proactively monitor and engage with social media accounts to maintain a positive online presence.
- Perform routine computer maintenance, optimizing system performance and reliability.
- Conduct technical maintenance, ensuring all equipment functions at peak efficiency.
- · Oversee reception duties, providing a welcoming and professional first point of contact.
- · Skillfully communicate with clients, fostering strong relationships and delivering exceptional service.

## EDUCATION

Bachelor of Science, Ateneo De Naga Unniversity, Naga

2026

Computer Engineering (UnderGrad)

High school diploma, Don Servillano Platon Memorial National High School,

Tinambac

2020 High School and Senior High School

GED, Tinambac South Central School II, Tinambac

2014

Elementary

# EXTRA-CURRICULAR ACTIVITIES

Business Manager, Institute of Computer Engineering Region V. Student Edition, Naga

Aug 2020 - May 2021

Officer

External Vice President, Institute of Computer Engineering Region V. Student Edition, Naga

Aug 2021 - May 2022

Academic Director, Institute of Computer Engineering Region V. Student Edition,

Aug 2022 - May 2023

Officer

Internal Vice President, Institute of Computer Engineering Region V. Student Edition, Naga

Aug 2023 - May 2024

Officer

# INTERNSHIP

Technical Maintenance, Don Servillano Platon Memorial National high School, Tinambac

May 2020 - Jul 2020

# REFERENCES

ENGR. ELMER C. CLAVERIA, JR ATENEO DE NAGA UNIVERSITY T: 09998806926 E: eclaveria@gbox.adnu.edu.ph

ENGR. CARLO GIOVANNI E. OLIVAN ATENEO DE NAGA UNIVERSITY T:09484818509 E: colivan@gbox.adnu.edu.ph