

LEONARD CHRISTIAN DS. ARGANDA



CONTACTS

09369248525	📞
leonardarganda2239@gmail.com	✉️
Ateneo Ave, Naga, 4400, Philippines	📍

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
<ul style="list-style-type: none">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
Officer
Academic Director, Institute of Computer Engineering Region V. Student Edition, Naga
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
---	--