LEONARD CHRISTIAN ARGANDA

A highly motivated individual with expertise in programming, web development, and data manipulation, seeking to leverage strong problem-solving, leadership, and communication skills in a dynamic role. Proficient in Excel and Big Data Analytics, with diverse experience in technical assistance, social media management, and creative design. As an Eagle Scout, leadership and multitasking abilities are well-developed, supported by active involvement in various organizations. Eager to contribute to innovative projects and take on new challenges that foster personal and professional growth.

PERSONAL

Name
leonard christian arganda

Address
sta.cruz, tinambac, camarines sur
4426 tinambac

Phone number
09383686211

Email
lcdsarganda@gmail.com

INTERESTS

- Programming, Data Entry, Transcription, Web Development, App Development

WORK EXPERIENCE

Nov 2023 - Aug 2024 — **Technical Assistant**
Arganda Law Office, Tinambac

Provided comprehensive support in a fast-paced office, handling document printing, photo editing, data entry, and transcription. Ensured accuracy in document management and responded to client inquiries, developing strong multitasking and organizational skills.

2021 - 2023 — **Social Media Creator/Manager**
Buton Shore Resort, San Antonio

Designed and managed social media content to boost brand visibility and engagement. Executed photo editing and graphic design, oversaw scheduling and audience interactions, and tracked performance metrics using Excel. Monitored financial aspects of campaigns to ensure budget adherence and optimized content performance through data manipulation.

2022 — **Web Developer**
BEED 2A, N/A

Developed and maintained dynamic websites focused on user experience and functionality. Managed data handling and database interactions, ensuring accuracy and performance. Created responsive web designs and oversaw database management for data security and efficient retrieval.

EDUCATION AND QUALIFICATIONS

2018 - 2021 — **Technical Vocational In Programming**
Don Servillano Platon Memorial National High School, Tinambac

Completed a program focused on programming principles, data handling, and manipulation. Gained hands-on experience in data entry and analysis, and learned to implement algorithms for problem-solving. Developed proficiency in Excel and Microsoft Word, providing a solid foundation for real-world applications in technology.

2021 - 2024 — **Bachelor of Science in Computer Engineering**
Ateneo De Naga University, Naga

A comprehensive curriculum integrating core engineering principles with practical applications. Gained expertise in Big Data Analytics, programming, and data algorithms, while achieving proficiency in Microsoft Office. This academic experience provided a solid foundation in both theory and hands-on skills for a career in technology.

SKILLS

Microsoft Excel ★★★★☆

Programming	★ ★ ★ ★ ☆
Data Entry	★ ★ ★ ★ ☆
Data Handling	★ ★ ★ ★ ☆
Data Analysis	★ ★ ★ ☆ ☆
Microsoft Word	★ ★ ★ ★ ☆
Web Scrapping	★ ★ ★ ★ ☆
Data Research	★ ★ ★ ☆ ☆

ACHIEVEMENTS

Eagle Scout: Achieved the rank of Eagle Scout, demonstrating exceptional leadership, commitment, and perseverance through extensive community service and project management. Developed strong skills in leadership, communication, and multitasking, effectively coordinating teams to achieve project goals

CUSTOM SECTION

Python Essentials 1 Course: Completed the Python Essentials 1 course through Cisco and OpenEDG Python Institute, earning a badge that verifies mastery of fundamental programming concepts. Gained proficiency in the syntax and semantics of Python, demonstrating the ability to perform essential coding tasks and resolve implementation challenges using the Python Standard Library.

CUSTOM SECTION

Data Analytics Essentials Course: Completed the Data Analytics Essentials course through Cisco, earning a badge that verifies a broad understanding of the data analytics process. Gained knowledge of data characteristics, including formats and acquisition methods, and developed skills in data transformation and analysis using basic statistical techniques. Completed hands-on activities with tools such as Excel, SQL, and Tableau.

REFERENCES

Ateneo De Naga University	**Engr. Elmer C. Claveria, Jr.**
	09998806926
	eclaveria@gbox.adnu.edu.ph

Ateneo De Naga University	**Engr. Carlo Giovanni E. Olivan**
	09484818509
	colivan@gbox.adnu.edu.ph

Arganda Law Office	**Att. Leo Crispin D. Arganda**
	09369248525
	leocrispin.arganda@gmail.com