EDRICK LLOYD V. DEFEO

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Valenzuela City, Philippines

Education

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY – Pamantasan ng Lungsod ng Valenzuela   2019 - 2024
Tongco St., Maysan, Valenzuela City, Philippines

Skills

Web Development: HTML, CSS, Bootstrap, JavaScript, AngularJS, Laravel, JSON, REST/SOAP API, Git, GitHub
Data Science and Analytics: Advanced Excel, Microsoft Power BI, MySQL, PostgreSQL, Python
Design Tools: Adobe Photoshop, Adobe Illustrator, Canva Program, Kinemaster, Capcut
Project Management: Agile Methodologies – Scrum, Lean, and Kanban, SAP Business One
Soft Skill: Active Listening, Strong Time Management, Creative Thinking, Problem Solving, Attention to Detail, Team Oriented

Projects

HUMAN RESOURCE ANALYTICS DASHBOARD – Excel

- Performed **ETL** (Extract, Transform, and Load) to clean datasets and prepare them for business needs.
- Utilized **Excel** to analyze data and provide HR professionals with comprehensive insights and overviews of key performance indicators (KPIs) to enhance workforce planning, engagement, and employee performance.

FINANCIAL DASHBOARD – Power BI

- Prepared the data using **Excel** and **DAX** (Data Analysis Expression) to ensure data cleanliness, completeness, and validity.
- Loaded and visualized data with **Power BI** to offer insights into the business's financial performance over the years, filtering by dimensions such as year, month, country, product, and segment.

Work Experience

ADMINISTRATIVE AIDE/IT CUSTODIAN – City Government of Valenzuela | Contractual   2024

- Managed IT inventory using **Excel**, **Google Sheets**, and **Microsoft Access** for accurate tracking and seamless record-keeping.
- Generated reports and maintained comprehensive records using **Microsoft Office** tools to support operational efficiency.
- Facilitated IT equipment disposal and returns by preparing documentation and coordinating with internal and external stakeholders, including responding to phone inquiries.

WEB DEVELOPER/GRAPHIC DESIGNER – Valenzuela City Government Employees Cooperative | OJT   2022 - 2023

- Led the design and development of the cooperative's website using **HTML**, **CSS**, **JavaScript**, and **Bootstrap**. The site provided essential information and announcements, streamlining the loan application process for users.
- Partnered with team members to design promotional materials including t-shirts, tarpaulins, tickets, posters, and videos for cooperative events using **Adobe Photoshop**, **Illustrator**, **Canva**, **CapCut**, and **KineMaster**.
- Assisted in monitoring, sorting, and organizing member submissions. Provided technical support to office employees to resolve IT issues and offered customer support to loan applicants, addressing their concerns effectively.

Certifications

JavaScript Essentials 1
- Cisco | December 13, 2024

Foundations of Project Management
- Coursera | December 10, 2024

Civil Service Commission Professional Eligibility
- Civil Service Commission | August 11, 2024

Associate Data Analyst
- Datacamp | April 10, 2024

Excelerate Your Career: Mastering Microsoft Excel with the MO 200 Certification Training
- Department of Information and Communications Technology | February 1, 2024