

Warren Miguel Lao

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Detailed-oriented and tech-savy graduate with a Bachelor of Science in Information Technology, major in Database, seeking an administrative position. Eager to apply strong organizational skills, data management knowledge, and proficiency in office software to support administrative functions and improve workflow efficiency.

Experience

LGU of Cabanatuan, Technical Support

January 2024 - April 2024

- Collected, updated, and maintained records using the LGU's data management system to ensure accurate and efficient documentation.
- Organized and analyzed data sets using Microsoft Excel for reporting and administrative tracking.
- Supported office operations by assisting with system-related tasks and ensuring timely data entry and updates.

Education

Nueva Ecija University of Science and Technology

Bachelor of Science in Information Technology - Major in Database Systems Technology, August 2020 - July 2024

Skills

JavaScript, SQL, HTML, CSS, MS Office (Word, Excel), Attention to detail

Projects

Scholarship Management System

- Designed and developed a web-based Scholarship Management System specifically tailored for Local Government Units (LGUs).
- Implemented full CRUD (Create, Read, Update, Delete) functionalities to manage applicant and scholarship data efficiently.
- Enhanced the overall process by transitioning from manual to automated operations, improving accuracy, accessibility, and processing time.
- Integrated data confidentiality and security features to ensure the protection of sensitive information.

Certificates

HTML Fundamentals

CodeCred, November 2024

Data Mining and Decision Making: Data Mining for Answering Business Questions

Infosys, September 2023

Data Mining and Decision Making: Data Preparation & Predictive Analytics

Infosys, September 2023

Information Technology Specialist

Certiport, December 2023