




RENMAR BALANA

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 Libod, Bacacay, Albay

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PERSONAL PROFILE

Highly motivated and detail-oriented recent graduate with a strong foundation in data analysis, visualization, and reporting. Skilled in data collection, cleaning, and manipulation using tools like Python Pandas, Excel, and SQL. Eager to learn and leverage analytical tools to drive data-driven decision making and contribute to improved business outcomes.

PROFESSIONAL EXPERIENCE

Bicol University, Internal Quality Assurance Office Aug. 2024 - Present
Clerical Staff Legazpi City, Philippines

- **Paperwork Handling:** Take charge of various technical documents in preparation for Institutional Accreditation.
- **Office Assistance:** Aided in communication between different academic units and other offices. Attended to requests of various clients on Quality Assurance.
- **Document Organization:** Organized and maintained departmental records and files systematically.

Bicol University College of Science, Research Coordinator's Office June 2023 - Aug. 2023
On-the Job Training Legazpi City, Philippines

- **Quality Testing:** Performed testing and opened 24 bug reports, that improved Research Database Management System efficiency by 40%.
- **Data Entry:** Accurately input and manage student and faculty researches in the Research Database Management System.
- **Office Assistance:** Assisted in the office by organizing paperwork, managing undergraduate research papers, and forwarding client requests to my superior.

EDUCATION

Bachelor of Science in Computer Science August 2020 - July 2024
Bicol University - Main Campus Rizal Street, Legazpi City

- Graduated Magna Cum Laude
- Thesis Study: “Translating English Text To American Sign Language Using Transformers And Signing Avatars”
- RA 7687 DOST Scholar (2020-2024)
- Dean’s Lister (2020-2024)

Junior & Senior High School Sto. Niño St., Bacacay, Albay
Zamora Memorial College June 2014 - April 2020

- Graduated SHS (STEM strand) with High Honors
- Graduated JHS with High Honors, Valedictorian
- Reporter, Radio Broadcasting Team (2014-2020)
- President, TLE Club S.Y. 2016-2017

Elementary June 2014 - April 2020
Bacacay East Central School Sto. Niño St., Bacacay, Albay

- Graduated Salutatorian
- Reporter, Radio Broadcasting Team (2012-2014)

SKILLS & QUALITIES

Technical Skills

- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Experienced with Google Workspace (Sheets, Docs, Slides)
- Proficient in programming languages: C, Python, R
- Familiar in version management through GitHub
- Basic knowledge in MySQL, SQL, Java

Soft Skills

- Time Management
- Adaptability
- Communication
- Teamwork

CERTIFICATIONS

Career Service Professional Examination Passer March 03, 2024
Rating: 93.28%