Jojo Java
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Education

KLD Kolehiyo ng Lungsod ng Dasmariñas July 2025
Bachelor of Information System

- Data Science Project: Family Size and Socioeconomic Well-being in the Philippines: A Regional Analysis
- Capstone Project: Web-based Barangay Management System

Technical Skills

- Responsive Design
- Command line proficiency
- Unix Scripting

- JavaScript
- HTML | CSS
- Python
- Data Visualization

- SQL
- Generative AI
- Technical Support
- Arduino Uno

Experience

Business One Stop Shop | Administrative Assistant

Jan 2023 – Feb 2023 | Dasmariñas Municipal Hall

Jan 2024 – Feb 2024

- Assisted clients in navigating and utilizing the newly implemented web-based system for business permit payments.
- Provided step-by-step guidance on system functions, ensuring a smooth transition for business owners to the online platform.
- Offered troubleshooting support and answered queries to ensure business owners were able to complete their transactions efficiently.
- Collaborated with the team to gather feedback and report system issues to improve user experience.
- Assisted in managing the queue of clients, ensuring that they received timely assistance and reducing congestion during peak hours.
- Collaborated with the technical team to report system bugs and suggest improvements based on client feedback, contributing to the system's optimization.
- Coordinated with other departments to streamline the permit approval process, reducing client wait times and improving overall efficiency.
- Provided feedback to department managers on system usability, offering suggestions for potential updates or enhancements to improve user experience.
- Acted as a liaison between the clients and technical support staff, ensuring effective communication to resolve system-related issues swiftly.