




# CRISSA JOY SE VILLANUEVA

## COMPUTER ENGINEER

 Del Rosario St., Brgy. Zone 7, Libon, Albay  
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### CAREER OVERVIEW

I'm a hardworking, self-motivated, and reliable individual with strong problem-solving skills and a positive attitude. I adapt quickly to new challenges, communicate well, and work effectively both independently and in a team. I'm organized, detail-oriented, and able to stay focused under pressure to meet deadlines.

### EDUCATION

Bachelor of Science in Computer Engineering

Bicol University Polangui Campus  
2015-2020

### SKILLS

- Proficient in programming with languages such as C#, C++, Java, and Python
- Proficient in data visualization through tools such as Power BI, Excel, and Google Sheets
- Experience in working with relational databases, particularly MySQL
- Experienced in automation and web scraping using Python
- Experienced in creating and managing websites using content management systems and web development tools such as WordPress and Joomla
- Skilled in photo and video editing using Canva and Photoshop
- Strong background in mathematics that sharpens my analytical and problem-solving skills.

### EXPERIENCE

#### IT Officer/Municipal Planning and Development Office Staff

Municipal Local Government Unit of Libon  
June 2020 - June 2023

- Managed and maintained local government databases, ensuring accuracy and data integrity
- Handle software updates, installations, and troubleshooting to ensure optimal system performance
- Ensures proper function and regular upkeep of information and communication technology tools

#### Virtual Executive Assistant

Magic

July 2023 - March 2026

- Provided remote administrative and executive support, including calendar management, email handling, meeting coordination, document preparation, and client communication
- Assisted in project coordination, maintained confidential records, and ensured efficient day-to-day operations

### TRAININGS/SEMINARS

- Basic Computer Essentials Course  
July 26–August 14, 2024
- Webpage Development Course  
October 7–October 24, 2024
- Information Security Awareness Seminar  
March 17–March 21, 2025