

# RACHELLE VI HARRIS

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## Summary

Highly motivated and detail-oriented Computer Science graduate. My expertise spans precise data handling, dynamic web support, and organized production management, underpinned by proven effective communication skills. This unique blend allows me to efficiently manage diverse tasks, offer capable technical assistance, and become a reliable asset in any virtual support environment.

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## Professional Experience

### DCX PH. | Home-Based Data Analyst

*February 2024 – January 2025*

#### Key responsibilities:

- Analyzed and prepared data from diverse sources like SQL, APIs, and spreadsheets, ensuring accuracy through validation and quality checks.
- Developed data-driven reports and dashboards for stakeholders, delivering key insights that improved operational efficiency.
- Utilized cloud platforms (AWS, Azure, GCP) and tools (MS Excel, MS Access) for data processing, storage, and analysis.

### DCX PH. | Home-Based Production Specialist

*July 2023 – February 2024*

#### Key responsibilities:

- Communicating with clients and team members to ensure project requirements are met.
- Creating and managing project timelines and budgets.
- Coordinating with vendors and suppliers to ensure timely delivery of materials.
- Overseeing the production process to ensure quality control.
- Troubleshooting any issues that may arise during production.
- Providing regular updates to clients and team members on project progress.

### CVI proprietorship /Owner and Software Developer

*July 2022 – Present*

#### Key responsibilities:

- Created a Freelance service called CVI PH, providing software engineering and creative design services.
- Developed custom web and software solutions, meeting specific client needs.
- Designed innovative branding and multimedia (logos, brochures, videos) to enhance client market visibility.

### Junior Software Engineer | Asurion Techlog Center, PH • Internship

*January 2021– January 2022*

#### Key responsibilities:

- Proposed and Designed an Inventory System that would benefit the Asurion facility.
- Writing clean, well-documented, and efficient code to fulfill project requirements and feature requests.
- Creating and maintaining technical documentation for features, code, and processes to help the team.

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## Education

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|---|-------------|--|-------------|
| • <b>Bachelor of Science in Computer Science</b><br><i>Major in Software Engineering</i><br>Columban College Inc. | <b>2022</b> | • <b>C Programming Certified Professional</b><br><i>Certificate in C Programming</i>         | <b>2022</b> |
| • <b>Cisco Certificate of Completion</b><br><i>Certificate in Junior Cybersecurity Analyst</i>                    | <b>2021</b> | • <b>Microsoft Coursera Certified</b><br><i>Certificate in Azure Data Engineer Associate</i> | <b>2022</b> |

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## Skills

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|------------------------------|----------------------------|
| • Data Entry Proficiency     | • Graphic Designing        |
| • WebAssembly                | • JavaScript Development   |
| • Inventory Management       | • Doc & Presentation Mngt  |
| • Full-Stack Web Development | • CRM Software Proficiency |
| • MySQL / MS Office          | • Adobe Tools              |

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## Character References

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|--------------------------------|--------------------------------|
| <b>Vicente M. Saavedra III</b> | <b>Phone:</b> +63 954 345 6003 |
| <b>Daryl Ace Bautista</b>      | <b>Phone:</b> +63 956 448 4045 |

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## Achievements

- Designed, developed, and launched five dynamic and responsive websites. **2021 – 2025**
- Successfully conceptualized, coded, and deployed 26 software solutions across various domains
- Excelled in multimedia editing projects
- Completed numerous art commissions