Volex Amorc Fajardo

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EDUCATION

De La Salle-College of Saint Benilde   **Manila, NCR**
BS in Business Administration Major in Business Intelligence and Analytics (GPA: 3.5)   *Graduation Date: 2027*
- Organizations/Awards: Dean's List Honors, Society of Analysts and Business Intelligence, AIM Benilde

WORK EXPERIENCE

FocusLab-Tech Corp   **Makati, NCR**
Chief of Staff Intern   *July 2025 – Present*
- Designed and deployed over 10 interactive dashboards in Power BI and Tableau, enabling real-time tracking of 15+ key performance indicators, which facilitated strategic decision-making across cross-functional teams.
- Cleaned and transformed more than 50,000 rows of complex data using Power Query and Python scripts, resulting in a 40% reduction in reporting time and enhancing data accuracy for executive reports.
- Conducted comprehensive analysis across five business units, synthesizing insights that led to the development of significant new operational initiatives presented to the Co-Founder and clients, driving planned growth strategies by identifying untapped market opportunities.

Ad Astra - The Benildean Yearbook   **Manila, NCR**
Full Stack Web Development Staffer   *October 2024 - Present*
- Engineered comprehensive full-stack features using PHP and SQL, enhancing internal admin systems to support over 200 users by integrating secure user authentication and efficient check-in/check-out processes, resulting in streamlined operational workflows.
- Constructed an advanced Power BI dashboard consolidating 3+ of social media data, enabling real-time performance monitoring and trend identification that led to an increase in campaign responsiveness.

Felta Multi-Media Inc   **Quezon City, NCR**
Robotics Developer Intern   *February 2024*
- Created logic-based robotics in mBlock to enhance task automation efficiency by 60%.
- Simplified system operations, reducing user steps by 40% to enhance usability and reliability.
- Collaborated on hardware and software development and presented the final project to 3+ stakeholders, demonstrating key features and impact.

PROJECTS

Rental Operations Performance Dashboard   **Quezon City, NCR**
Business Intelligence (BI)   *July 2025*
- Built an interactive Power BI dashboard for a fully operational rental business, using DAX to track metrics such as monthly revenue, net income, and year-over-year growth.
- Improved performance tracking, increased operational awareness and enhanced decision-making efficiency by 65%.

Generative AI-Powered Log Classification System   **Quezon City, NCR**
Developer   *May 2025*
- Built a log classification system using generative AI and machine learning to automate analysis of 5,000+ structured and semi-structured log entries; integrated DeepSeek R1 for interpreting complex content and used Regex with DBScan clustering to detect consistent patterns.
- Used BERT embeddings with Logistic Regression to enhance semantic log classification.

SKILLS

Skills: SQL, Python (Pandas, NumPy, Scikit-learn), ETL, Power BI, Tableau, Predictive Modeling, Data Cleaning, Git/GitHub, HTML5, CSS3, JavaScript, PHP, Next.js, LLM, Generative AI, Artificial Intelligence, Agile, Jira