Jay-R Andrew R. Montes

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📍 Taytay, Danao City, Cebu , PH

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SKILLS

- Critical thinking
- Effective communication
- Ability to work well under pressure

LANGUAGES

- HTML/CSS
- JavaScript
- PHP
- SQL
- Python

EDITING

- Photoshop (8)
- Canva(8)
- Adobe Premiere

LANGUAGE

- ENGLISH
- FILIPINO
- CEBUANO

SUMMARY

As a dedicated and compassionate professional to my work, I am a strong believer in teamwork and collaboration. I have worked on various group projects and internships, where I learned the importance of effective communication and adaptability in achieving common goals.

WORK EXPERIENCE

COMMISION ON ELECTIONS - DANAO CITY, FIELD OFFICE
FEBRUARY - MAY 2024

During my tenure at the Commission on Elections Danao City Field Office, as an on-the-job training. My duties and responsibilities are to provide support to the staff, including encoding the data documents of the clients and generating reports as needed.

GOVERNMENT INTERNSHIP PROGRAM (GIP)
COMMISION ON ELECTIONS - DANAO CITY, FIELD OFFICE
JULY 4-DEC 13 2024

My responsibilities included providing support to staff by encoding client data and generating reports as required. I assisted in maintaining accurate records and ensured the timely delivery of data for internal use.

EDUCATION

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

Cebu Technological University -
Danao Campus- Danao City, Cebu, PH   2020-2024

- *Award: Cumlaude*

Technical-Vocational-Livelihood (TVL):
Information and Communication Technology - Programming
Carmen National High School - Carmen, Cebu, PH   2018-2020
- Award: Conduct Awardee