



MONTES JAY-R ANDREW

CONTACT

☎ 09919423235

✉ montesandrew40@gmail.com

📍 Taytay, Danao City, Cebu , PH

TECHNOLOGIES

- HTML/CSS
- JAVASCRIPT
- PHP/MYSQL
- PYTHON
- JAVA

SOFT SKILLS

- Communication
- Technology
- Expertise
- Assessment
- Management
- Problem-solving
- Planning
- Collaboration
- Patience
- Adaptability

CERTIFICATES

INFORMATICS COLLEGE OF CEBU

- Certificate of attending PLF, C and Java programming, Basic trouble shooting and networking

GRAPHICS MEDIA TRAINING PHILIPPINES

- ADOBE PREMIERE PROMASTER CLASS

LANGUAGE

- English
- Filipino
- Cebuano

ABOUT ME

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.

EDUCATION

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

Cebu Technological University -

Danao Campus- Danao City, Cebu, PH

2020-2024

Award: Cum laude

INTERNSHIPS

GOVERNMENT INTERNSHIP PROGRAM (GIP)

COMMISSION ON ELECTIONS - DANAOCITY, FIELD OFFICE

JULY 4 - DECEMBER 13 2024

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

WORK EXPERIENCE

IT ASSISTANT SPECIALIST

PERTSERV, INC. - January 2025

- Supported troubleshooting of basic system issues
- In-charge in network Management, software development and database administration.
- Responsible of updating and troubleshooting of IPS and ET Program.
- Assist Contract Services Department in the documentation and other related timekeeping functions.