



# Jay-R Andrew R. Montes



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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

### PhilHealth Regional Office VII - Danao City, Cebu December - January 2020

As an immersionist at PhilHealth Regional Office VII, my duties and responsibilities include assisting the staff to check every detail of the data document and assisting pregnant, PWD, and senior citizens to fill up their forms. After that, I file the data documents in alphabetical order, and I'm able to do shifting work with my co-immersionist.

### COMMISSION ON ELECTIONS - DANAOK 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.

## 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