



# MONTES JAY-R ANDREW

## CONTACT

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## TECHNOLOGIES

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

## CERTIFICATES

### INFORAMATICS COLLEGE OF CEBU

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

### GRAPHICS MEDIA TRAINING PHILIPPINES

- ADOBE PREMIERE PROMASTER CLASS

### GRAPHICS DESIGN

- CANVA
- Adobe Photoshop
- Adobe Illustrator

## 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)

### COMMISION ON ELECTIONS - DANAQ CITY, 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 system issues
- In-charge in network Management, software development and database administration.
- Responsible of updating and troubleshooting of Integrated Payroll System (IPS) and Electronic Timekeeping ET Program.
- Experience in Timekeeping.
- Assist Contract Services Department in the documentation and other related timekeeping functions.