

Mary Jane Montebon

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OBJECTIVES

To engage in a career that can build up and fully utilize my passion and skills.

EDUCATIONAL BACKGROUND

Tertiary

Bachelor of Science in Information Technology
Cebu Technological University – Tuburan Campus
Brgy. 8, Tuburan, Cebu
2018 - 2022

WORK EXPERIENCE

Production Support - Cebu Shinsei Corporation

July 2016 – August 2017

- Worked as a holder lens assembler, ensuring excellent products and meeting the company's requirements and quota.

Production Line Worker - Cebu Mitsumi Incorporated

April 2012 – December 2013

- Produced quality service across the process including using different tools and methods.

Sales Support - Lean Cosmetics

July 2011 – April 2012

- Gratify clients, assist with their queries and gives outstanding service.

WORK EXPOSURE

Workbooks Printing

2020 – Current

- Primarily supplies clients with economical and high-quality printing services.

Online Seller

2018 – Current

- Offer meals, cakes and pastries for affordable price.

SKILLS

- Knowledgeable in Computer (Software and Hardware)
- Troubleshoots Computer, and laptop
- Proficient in Google Sheets, Microsoft Word and PowerPoint
- Basic knowledge in PHP, HTML, CSS and Javascript

COURSE SEMINARS AND TRAININGS

- Internet Media and Information Literacy – April 2022
Department of Information and Communication Technology (DICT) - Region 7
- Community Ignite: Building Serverless Data Lake in Amazon Web Services – April 2022
- Technoskwela: Cybercrime and Cybersecurity Awareness – April 2022
- Five-hour Virtual Seminar on Time and Project Management – April 2022
- PSITE-7 Regional ICT Student Congress – March 2021