

Morante, Jessie P

Purok Marang, Brg. Sibucan
Dumalinao, Zamboanga Del Sur
09472768739
marcjessiemorante@gmail.com

Skills

Proficient in using common office programs, such as word processors and spreadsheets, sending emails, data entry and conducting online research. Having good communication skills and good morals is one of the skills that I possess and a year's experience as a working student.

Experience

JANUARY 2022 - DECEMBER 2022

Southern Mindanao Colleges – Working Student

- In charge of maintaining cleanliness and organization of three computer laboratories.
- Engage in office work such as requesting files, sending and emailing and also maintaining cleanliness and organization in the office .

Education

YEAR 2014 - 2015

Dumalinao Regional Pilot School , Dumalinao Z.D.S – *With Honor*

Consistent honor student during elementary days and graduated with honor.

YEAR 2017 - 2018

Southern Mindanao Colleges High School Department , Gatas District, Pagadian City – *With Honor*

Consistent honor student during highschool days and graduated with honor.

PRESENT

Southern Mindanao Colleges , Jamisola street, Pagadian City

Dean's lister during first year with a general average of 88.00..

Awards

- Certificate of academic award for outstanding achievement year 2016.
- Certificate of academic excellence during highschool year 2017-2018, with a general average of 88.719.
- Certificate of Recognition for bagging first place in the school based fruit carving contest year 2018.
- Certificate of academic excellence during highschool year 2019-2020, with a general average of 90.22.
- Certificate of academic excellence during second quarter in highschool year 2019-2020, with a general average of 91.33.
- Certificate of Academic Honor for distinguished academic, curricular, extra-curricular and achievement in College of ICT for year 2021-2022, placing 8th honor with a general average of 88.00.
- Certificate of attendance in the seminar entitled “ Job employment Starter kit” (SSS, Pag-ibig, Philhealth) during November 2023.
- Certificate of participation in Regional ICT Research Festival 2023, at Zamboanga Peninsula Polytechnic State University.