



ELCY JEAN A. MONTEROSO

Computer Technology Student

I am a passionate and adaptable Computer Technology student with NC II certification in Computer Systems Servicing. I enjoy exploring creative projects and managing online ventures, from crafting flower bouquets to handling social media for small businesses. Skilled in Microsoft Office, Google Workspace, Canva, CapCut, basic HTML/CSS, and social media platforms, I bring a balance of creativity, organization, and professionalism to every task. I am eager to learn, grow, and contribute meaningfully in both collaborative and independent projects.

CONTACT

Phone: +63 945 574 1791
Email: jeanmonteroso24@gmail.com
LinkedIn: www.linkedin.com/in/elcy-jean-monteroso-46333037b
Address: Brgy. 3 Granja St. cor. Cabana St., Lucena City, Quezon 4301

EDUCATION

**Bachelor of Science in Industrial Technology
Major in Computer Technology**
- College
Lucban, Quezon
2023 – Present

Accountancy, Business, and Management - SHS
Quezon National High School
Brgy. Ibabang Iyam Lucena City, Quezon
2021 – 2023
With High Honors

Junior High School
Quezon National High School
Brgy. Ibabang Iyam Lucena City, Quezon
2021 – 2021
With Honors

Elementary
Lucena North 1 Elementary School
Brgy. 1 Barcelona St., Lucena City
2012 – 2017

Camp Nakar Elementary School
Gulang-Gulang, Lucena City
2010 – 2012

INTERESTS

- **Learning & Technology:** Exploring new concepts in computers and tech
- **Creative Expression:** Dancing, digital art, and aesthetic design
- **Gaming & Entertainment:** Enjoying story-driven and strategy games

LANGUAGE

- English
- Filipino

ORGANIZATION / AFFILIATIONS

Association of Computer Technology Students (ACTS)

- Member, 2023 – 2024
- 2nd Year Representative, 2024–2025
- Executive Secretary, 2025 – Present

Warriors Emergency Response Unit (WERU)

- CPT Representative, 2023 – 2024
- Member, 2024 – 2025

BRead Society International

- Member, 2021 – Present

BUSINESS / PROJECTS / EXPERIENCE

B O W Q U E T – Online Flower Shop | Co-Owner / Partner, 2024 – Present

Tede De Renz Barbershop | Social Media Manager, 2023 – Present

Bonita Garments | Designer & Social Media Manager | 2019–2021

QMD Production Team – volunteer | Scriptwriter Supervisor, 2021 – 2023

SKILLS

Technical / Applications

- Microsoft Office (Word, Excel, PowerPoint)
- Google Workspace (Docs, Sheets, Slides, Drive)
- Canva, CapCut, Adobe Premiere
- Basic HTML/CSS
- Instagram, TikTok, Facebook

Soft Skills

- Time Management
- Leadership
- Communication & Organization
- Professionalism & Emotional Intelligence
- Adaptability / Flexibility
- Creativity

CERTIFICATION / ACHIEVEMENTS

NC II in Computer Systems Servicing (CSS)
April 2025

Kickstart 2025: A Glimpse at Your Future Career in Tech
Seminar-Workshop, October 1, 2025

Cybersecurity Awareness Seminar
DICT Region IV-A, January 9, 2024

Advanced Excel: Unveiling Tech Insights
DICT Region IV-A, January 9, 2024

200-Hour Work Program Completion
SLSU ICO, July 21, 2025

ELCY JEAN A. MONTEROSO
Applicant