



ELLISSEA MONTES

COLLEGE STUDENT

RESUME WITH COVER LETTER

March 18, 2025

Hiring Manager
La Verdad Christian College (LVCC)
McArthur Highway, Apalit, Pampanga, 2016

Dear Hiring Manager,

I am eager to apply for the Student Assistant position at La Verdad Christian College (LVCC). As a BS Information Systems (BSIS) student, I look forward to applying my skills in marketing, project management, and research while gaining hands-on experience.

My academic and extracurricular experiences have strengthened my abilities in social media marketing, market research, and event coordination. Additionally, my involvement in Foundation Week, ICT Week, and Intramurals has helped me develop teamwork and organizational skills.

I appreciate LVCC's dedication to sustainability and eco-friendly initiatives and would love the opportunity to contribute. I welcome the chance to discuss how my skills align with this role. Please feel free to contact me at your convenience.

Sincerely,

Ellissea Pasillos Montes

EDUCATION

- La Verdad Christian College (LVCC)
BS in Information Systems (2023 – Present)
- Currently in 2nd year, 2nd semester
- Lyceum-Northwestern University (LNU)
BS in Education, Major in English (2021 – 2023)
- Completed 1st and 2nd year (1st semester)
- San Jacinto National High School
Senior High School Diploma
- ACT Strand (2017 – 2019)

VOLUNTEER EXPERIENCE

- Clean-Up Drive Volunteer – Assisted in school maintenance and classroom preparation (2017)
- Relief Volunteer – Helped distribute donations and manage inventory (2019-2023)
- Feeding Program Volunteer – Supported meal preparation and distribution (2021, 2023)
- Medical Mission Volunteer – Assisted with patient registration and logistics (2023)

CONTACT INFORMATION

ADD St., Apalit, Pampanga, Philippines
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SKILLS & CERTIFICATIONS

- Technical: Microsoft Office, Google Analytics, Canva, Figma
- Soft Skills: Collaboration, Problem-Solving, Time Management
- Languages: Fluent in Filipino & English
- Certification: Intellectual Property for Inventors, Entrepreneurs & Creators (Udemy, 2024)

ACADEMIC ACHIEVEMENTS

- Dean's Lister: 1st Year, 2nd Semester
- With High Honors: Grade 11 (ACT)
- With Honors: Grade 12 (ACT)