

SEDENTARIO, JAY-R N.

jayrseedentario@gmail.com | 09054081481 | San Antonio, Linao, Talisay City, Cebu
www.reallygreatsite.com

ABOUT ME I am an optimistic individual with strong interpersonal skills and the ability to work both independently and collaboratively. I take pride in being reliable, responsible, honest, and committed to maintaining a strong work ethic. Open-minded and eager to learn, I value teamwork and thrive in environments that encourage collaboration and growth.

WORK EXPERIENCE

Internet Cafe Attendant | Sixty46 Internet Cafe **Nov 2022 - Nov 2023**

- Communicate effectively with customers to address inquiries and provide prompt resolutions.
- Troubleshoot computer issues encountered by customers.
- Manage server and teller operations independently.
- Supervise daily Internet cafe operations, ensuring smooth functionality and policy compliance.
- Maintain and manage the cafe's social media page to engage with customers and provide updates.

OTHER EXPERIENCE

Councilor & Creative Media Director | CTU Naga - SSG **May 2023 - July 2025**

- Lead the Supreme Student Government's creative initiatives by designing engaging graphics, managing its social media page, and implementing effective communication strategies to keep students informed and updated.
- Serve as a councilor, representing student interests and contributing to organizational initiatives.

Multimedia Director | CTU Naga - Graduating Council **Sept 2024 - July 2025**

- Produce customized graphic designs aligned with the Graduating Council's initiatives and objectives.

EDUCATION

Bachelor of Science in Information Technology (BSIT) **A.Y. 2021 - Present**
Cebu Technological University - Naga Extension Campus

Science, Technology, Engineering, and Mathematics (STEM) **A.Y. 2019 – 2021**
University of Cebu - Maritime Education Training Center

Junior High School Major in ICT and Cooking **A.Y. 2019 – 2021**
University of Visayas - Minglanilla Campus

KEY SKILLS

- Office Suite software.
- Adobe Creative Suite
- Web Development
- UI/UX Design
- Proficiency in IDE Tools
- Software Tools
- Communication
- Problem-Solving
- Teamwork and Collaboration
- Adaptability and Flexibility
- Organizational and time management
- Attention to Detail