

CURRICULUM VITAE

JAN ROEL JEVE MONTAJES, LPT

Brgy. Upper, Mahaplag, Leyte
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OBJECTIVE:

To work with an organization where main focus is in growth and excellence, especially in a place where I can share my knowledge in document control management in an office environment, my experience in classroom teaching.

PERSONAL INFORMATION

Citizenship : Filipino
Birth date : October 23, 1995
Age : 27 years old
Civil Status : Single

LICENSE AND CERTIFICATION

- Licensed Professional Teacher, License Number: 1885979
- National Certificate (Philippine TVET Competency): Computer Systems Servicing, Certificate Number: 21086402001651

COMPETENCY SKILLS

- Ability to carry out multiple tasks with minimum supervision.
- Excellent in both written and spoken English language.
- Ready to work on extensive hours and night shifts.
- Good listening and responding skills, possess a drive to achieve given objectives
- Ability to learn fast, flexible in a fast-changing environment and proficient attention to detail.
- Organized approach and excellent time management skills

EMPLOYMENT

- Classroom Teacher: Junior and Senior High School in Abuyog Academy, Inc. Abuyog, Leyte, Philippines.

EDUCATION

- College Graduate : Bachelor of Secondary Education major in Music, Arts, and Physical Education
Date Conferred : May 27, 2019
Name of Institution : Southern Leyte State University – College of Teacher Education
Location : Philippines

➤ Certification Title : Computer Systems Servicing
Date Conferred : March 19, 2021
Name of Institution : Technical Education and Skills Development Authority
Location : Southern Leyte, Philippines.

OTHER SKILLS

- Trained in Personal Development
- Trained in In-service Training for Senior High School Teacher
- Trained in Workplace Communication
- Trained in Facilitating Learning in a SHS Flexible Class
- **Computer Skills** - Windows 8; Microsoft Office, MS Excel, MS Word, MS Power Point, MS Outlook, MS Access, Install and Configuration, Terminate and Connect Wiring & Electronic Circuits
- **Languages Proficiency** – English and Filipino.

REFERENCES ARE AVAILABLE ON REQUEST

I hereby declare that the above details are correct to the best of my knowledge.

Janrjm95@gmail.com