

JESSICA B. MONTERO

*To use my Educational Skills and Work Experience
in the Best possible way of achieving the company goals.*

103 Enriquez St. San Agustin
Malolos, Bulacan

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0999-183-3942

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WORK EXPERIENCE

Bulto Teamwear International

Graphic Designer

Nov 2021- Present

Malolos, Bulacan

- Create Design for Apparel in accordance with the client's specifications.
- Render Materials and Template using Corel Draw.
- Convert Low Resolution to High Resolution Logo.
- Enhance and Created Logo.
- Answer Message Inquiry using Meta Business Suite.

Marby Food Ventures Corp.

Accounting Staff/ Encoder

Sept 2017 - June 2021

Bulakan, Bulacan

- Manual Checking of Receipts
- Checking of Sales Invoices
- Checking Undelivered product to outlet
- Encoding of Sales Invoices

EDUCATION

BULACAN STATE UNIVERSITY

BS Information and Communication Technology

June 2013 - July 2017

Malolos, Bulacan

MARCELO H. DEL PILAR NATIONAL HIGH SCHOOL

High School Diploma

June 2010 - March 2013

Malolos, Bulacan

SKILLS

- **Photoshop** • **Corel Draw** • **Illustrator** • **Canva** • **Meta Business Suite** • **MS Office**
- **Basic Hardware Trouble Shooting** • **Basic Network Trouble Shooting**

SOFT SKILLS

- Ability to Work on a Team
- Willingness to learn
- Open Mindedness

LANGUAGE

- Filipino
- English

REFERENCES

MS. CETH MENDOZA

Accounting Staff at
Marby Food Ventures Corp

0991 522 7929

MS. VERONICA FRANCISCO

Software Engineer at
Accenture

0993 540 6268

MS. BENGIENETTE COZ

Accounting Staff at
Marby Food Ventures Corp

0965 321 7731