

# JESSA MAE S. TRASMONTE

## PROFILE

To contribute my knowledge and skills in taking part of the growth and development of the company where I will be working and at the same time fulfilling my personal career.



246A STO. NIÑO CORNER STA. RITA ST.  
SAV6 SAN ISIDRO PARAÑAQUE CITY



jessamaetrasmonte@gmail.com



09985339770



## PERSONAL DATA

**Gender:** Female  
**Age:** 23 years old  
**Date of Birth:** December 08, 1996  
**Place of Birth:** Las Piñas City  
**Civil Status:** Single  
**Height:** 5'2"  
**Weight:** 47 kls.  
**Citizenship:** Filipino  
**Religion:** Jehovah's Witnesses  
**Dialects:** English, Tagalog & Cebuano  
**Father's Name:** Jimmy Q. Trasmonte  
**Occupation:** Company Driver  
**Mother's Name:** Tessie S. Trasmonte  
**Occupation:** Business Woman

## EDUCATION

### Tampi Elementary School

Tampi, San Jose, Negros Oriental  
June 2004 - March 2008

- Most Behave

### Tampi National High School

Tampi, San Jose, Negros Oriental  
June 2008 - March 2013

### AMA Computer College Parañaque

262 Dr. A Santos Avenue, San Isidro, Sucat Parañaque City  
May 2015 - May 2019

- Bachelor of Science in Information Technology
- Dean's Lister

## SKILLS

- MICROSOFT WORD
- MICROSOFT EXCEL
- POWERPOINT
- ADOBE PHOTOSHOP
- HTML
- DATA ENCODER

## EXPERIENCE

### INTERN

#### Medical Center Parañaque

Dr. Arcadio Santos Ave, San Antonio, Parañaque, 1700 Metro Manila

- Organized customer billing papers
- Create MS excel to track the billing of electricity and water
- Answering phone calls
- Compiling files

CASHIER

DEPARTMENT

JUNE 2016 -

DECEMBER 2016

## REFERENCE

### Mr. Ronaldo Zurbano

AMACC Parañaque School Dean  
Telephone: (02) 826 6603

Trasmonte, Jessa Mae S.

*Applicant*

"I hereby certify that the above information are true and correct to the best of my knowledge and beliefs"