



# NOVELLIE LAMO GANTALA

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## OBJECTIVE

To be part of an industry/ institution in which I can share my humble knowledge and life experiences, and be able to gain experience out from it.

## SKILLS

- Proficient in Microsoft Office
- Autocad and Sketch Up literate
- Administrative support
- Adaptable to different circumstances

## EXPERIENCE

BAC SECRETARIAT STAFF • LGU- INOPACAN, LEYTE • JANUARY 2020 – JUNE 2020

- Checks the completeness of documents submitted by the end- user and prepares the documents for posting.
- Post projects for bidding and prepares bidding documents and other relevant documents for bidders.
- Prepares documents for the opening of bids and create minutes and certifications after the bidding process.
- Assist the BAC Chairman and BAC Secretary in communicating with the bidders and end- users.

## EDUCATION

BACHELOR OF SCIENCE IN CIVIL ENGINEERING • JUNE 2019 • VISAYAS STATE UNIVERSITY

## VOLUNTEER EXPERIENCE OR LEADERSHIP

- Have been a student assistant for both the Department of Civil Engineering and Department of Agricultural Engineering during my student days.
- Group leader for an experimental research (thesis) for CE Project subject entitled "Saba Banana (Musa acuminata x balbasiana) Peel Ash: Pozzolanic Elements, Effects of Particle Size in the Compressive Strength of Cement Mortar, and Economic Simulation per Bag of Cement Production".