



DELLY JANE L. PUNDAVELA

CONTACT

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OBJECTIVE

- An enthusiastic learner with relevant experience in communication and technical skills.
 - Highly-motivated to work under pressure and with utmost capabilities of technical proficiency and understanding.
 - Professional and reliable in handling things, builds authenticity and positive rapport.
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ACHIEVEMENTS

- BOSH- Safety Officer 1
- Registered Civil Engineer November 2023
- College Honor
- College Scholar
- Best Thesis 2022
- Best CE Project Team 2022
- With Honors 2012-2018
- School Publication Paper Associate Editor 2012-2016
- Division Level placer Pagsulat ng Agham at Teknolohiya, Bato Leyte
- Valedictorian 2012

SKILLS

- AutoCad
- Sketch Up

EDUCATION

Visayas State University Main Campus, Baybay City
Leyte

Bachelor of Science in Civil Engineering
Major in Construction Engineering and Management

Relative Coursework: Project Construction and Management, COSH, Cost Engineering, Database Management, Quantity Surveying

EXPERIENCE

December 2023 - August 2024

Office Engineer at **Buildtron Construction Corporation**

- Project-In-Charge of six construction sites; responsible in monitoring cost, man-power, machinery and material.
- Perform quantity surveying; prepares bar cutting list thru AutoCad.
- Assist site engineers to accomplish desirable outcome.

July 2022 – December 2023

Customer Service Representative at **Virtual Staffing Solutions, OPC**

- Possess strong analytical skills, proficiency in Microsoft Office tools, and excellent communication skills.

October 2021

On-the -Job training at **Engineer's Network Technical Training Institute, Quezon City**

- Learn and acquired knowledge about Civil Engineering discipline and various software used in the design and construction;
 - Managing schedule to assist tracking, reporting and communicating progress
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REFERENCES

Buildtron Construction Corporation

09619714827

ENTTI COMPANY

admin@entti.orginfo.entti@gmail.com

09178751908

Virtual Staffing Solution, OPC

09171802257