



MARIA GLOUNESZA NENA PALO

AUTOCAD OPERATOR /
ENGINEERING ASSISTANT

CONTACT



09171894373



mgntp950511@gmail.com



Purok 3, Brgy. Caligangan,
Liloan, Southern Leyte



EDUCATION

BACHELOR OF SCIENCE IN
INDUSTRIAL TECHNOLOGY

**MAJOR IN ARCHITECTURAL
DRAFTING TECHNOLOGY**

SOUTHERN LEYTE STATE UNIVERSITY

06/2012 – 03/2016

Main Campus Sogod,
Southern Leyte, Philippines

BACHELOR OF SECONDARY EDUCATION

UNIT EARNER (29 UNITS)

SOUTHERN LEYTE STATE UNIVERSITY

SAN JUAN CAMPUS

06/2017 – 03/2018

San Juan, Southern Leyte, Philippines



SKILLS

- Autodesk AutoCAD
- SketchUp
- V-ray / Enscape
- Microsoft Office
- Critical thinking
- Active listening
- Communication
- Time Management
- Email Management
- Data Entry
- Work Under Pressure
- Resourcefulness
- Photography



ABOUT ME

Single. Born on May 11, 1995 – Maasin City, Southern Leyte, Philippines. Have a Civil Service Eligibility (Professional). Have a profound knowledge of Architectural Drafting Technology and a skill of an Administrative Assistant. Seeking for a challenging job where I can use and sharpen my skills and help grow the establishment to achieve its goal. Able to learn quickly, demonstrate flexibility and persistence. Dependable, analytical and hardworking. Can work well both independently and as a team.



EXPERIENCE

Engineering Assistant

Construction and Maintenance Division (CMD)

Provincial Engineering Office

Province of Agusan del Norte

05/01/2022 – Present

Job Responsibilities:

- Consolidated Monthly Report of Construction and Maintenance Division.
- Received, Recorded Requests Letters and Disseminated to the Engineers
- In charge of making maintenance quarterly report and road status report.
- In charge of Road Inventory Survey.
- Responsible of producing lay-outs/plans of admin/infrastructure assets source of funds.

AutoCAD Operator

Planning, Programming and Quality Control Division (PPQCD)

Provincial Engineering Office

Province of Agusan del Norte

03/01/2019 – 04/31/2022

Job Responsibilities:

- Prepared Detailed Engineering Design (DED) of vertical projects, both proposed and existing, for rehabilitation, repair and improvement.



LANGUAGE

English



Filipino



Bisaya



REFERENCE

Jasser Greg Duroy

Engineer III

09108213862