



# DELLY JANE L. PUNDAVELA

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## 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

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## EXPERIENCE

January 2025 - May 2025

Part-Time Instructor at **Visayas State University**

- Prepare learning materials for the classes assigned.
- Conduct classes as scheduled.
- Attend to student queries

December 2023 - August 2024

Office Engineer at **Buildtron Construction Corporation**

- 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
- Negotiate favorable material pricing

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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