



TRACY BATION

CIVIL ENGINEER

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PROFILE SUMMARY

I am a Civil Engineer with experience in Purchasing and Materials and Warehouse Management through the use of SAP. I was also a Part-Time Instructor in a State University teaching Civil Engineering. I am capable of using AutoCAD for 2D and 3D plans.

SKILLS

Communication	Attention to Detail	MS Excel, Word, Powerpoint	SAP
Time Management	Problem Solving	AutoCAD 2D, 3D	

EDUCATION

Bachelor of Science in Civil Engineering	2013–2018
Visayas State University	

WORK EXPERIENCE

Assistant Engineer	November 2018–December 2018
GSD, Visayas State University	
<ul style="list-style-type: none">• Make Architectural and Structural Plans using AutoCAD.• Finalizing structural design results from STAAD.• Cost Estimates.	
Purchasing Engineer – Materials Management	March 2019–August 2021
Communities Leyte Inc – Vista Land & Lifescapes Inc.	
<ul style="list-style-type: none">• Manages inventory processes from storing to transporting.• Follow quality service standards and comply with procedures, rules, and regulations.• Ensuring basic maintenance standards and compliance with health and safety regulations.• Proficient in inventory software, database, and systems.	
Part-Time Instructor	August 2021–June 2022
College of Engineering – EVSU Main Campus, Tacloban	
<ul style="list-style-type: none">• Conducts online lectures through Google Meet and Webex.• Delivered Lectures on Engineering Math such as College Algebra, Trigonometry, Geometry, and Calculus.• Delivered lectures on Steel and Timber Design and Building Systems Design.• Evaluated and graded students' classwork, assignments, and papers.• Initiated and facilitated discussions to promote an open learning environment.	