

ELIZA MAE A. YCOY
BARANGAY BAGONGBUHAY, ORMOC CITY, LEYTE 6541
CONTACT NUMBER: 09071724696/ 09090748431
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OBJECTIVES:

- Seeking for an opportunity which will allow me to grow professionally and find a challenging and rewarding atmosphere that could help in achieving my goal.
- To apply the knowledge and skills that will complement those that I have learned from school in an actual job environment. In return, I offer my service and determination to be an asset to your school.

PERSONAL DATA

Present Address: Barangay BagongBuhay, Ormoc City
Birth Date: **December 21, 1998**
Birth Place: Ormoc City
Citizenship: Filipino
Height: 5’3
Weight: 85 kg
Sex: Female
Civil Status: Single
Religion: Roman Catholic
Language(s) spoken: English, Tagalog, Cebuano

EDUCATIONAL BACKGROUND

Elementary

Ormoc City Sped Center
Ormoc City
2005- 2011

Secondary

New Ormoc City National High School
Brgy. Don Felipe Larrazabal, Ormoc City
2011- 2015

Tertiary

Visayas State University
Visca, Baybay City Leyte
2015- 2020
BACHELOR IN CIVIL ENGINEERING

SKILLS AND ABILITIES

A person who is passionate in solving complex problems and have dedication to do work responsibilities
Competitive, flexible, multi- tasking and goal-oriented person
Good in leadership
Good interpersonal skills, work very well with co- employees or any members of the institution
Willing to learn new things and skills

AFFILIATIONS

Volunteer, Red Cross Youth.

2011- Present

WORKSHOPS/ SEMINARS/ TRAININGS ATTENDED

Mass CPR Training

Ormoc Superdome

December 18, 2018

Basic First Aid Training

Red Cross Ormoc Chapter

December 2017

Experiences

ARN Builders Inc. (Civil Engineer Trainee)

- Prepared Bill of Quantities for some projects in Panabo Area
- Prepared As-built plan of weight-checking warehouse in Sanitary Landfill Project
- Supervised in the implementing and execution of Construction of Cistern Tank at Sanitary Landfill Project.
- Observed step by step process of Filling for Sanitary Landfill.

Kudo Solutions and Services Inc. (PLDT Freelance Sales Agent)

- House to house selling of PLDT fiber in most areas of Leyte
- Consistent top seller of PLDT Home Fiber Connection
- Managed and provide strategic plans on distribution of people on specific area
- Explain thoroughly the product and encourages to apply for PLDT Fiber increased my people management skills.

CHARACTER REFERENCES

Gladys G Doydora

Department of Civil Engineering
Visayas State University
09778191400
gladys.doydora@vsu.edu.ph

I hereby certify that the above information is true and correct to the best of my knowledge.

ELIZA MAE A. YCOY

Applicant