

Delly Jane Pundavela

CIVIL ENGINEER

Dulag, Leyte | dellypundavela@gmail.com | 09758528535

WORK EXPERIENCE

Part-Time Instructor|Visayas State University

Jan 2025- May 2025

- Prepare learning materials for the classes assigned.
- Conduct classes as scheduled.

Office Engineer| Buildtron Construction Corporation

Dec 2023- Aug 2024

- Thoroughly inspected work sites and monitored project budgets.
- Improved project efficiency by streamlining communication between team members and departments.

Customer Service Representative |Virtual Staffing Solutions, OPC

July 2022 - Dec 2023

- Managed high-stress situations effectively, maintaining professionalism under pressure while resolving disputes or conflicts.
- Customized support strategies to ensure their specific needs were met.

SKILLS

- Critical Thinking
- Communication Skills
- Project Management Experience
- Mathematics Proficiency
- Cost control
- AutoCad Proficiency

EDUCATION

Bachelor of Science in Civil Engineering |VSU Main

July 2018 - Feb 2023

- Thesis in Geotechnical Characterization and Statistical Prediction of Swelling Properties of Potentially Expansive Soil in Sogod, Southern Leyte
- Engage in relative coursework in project construction and management, COSH, Cost Engineering, Database Management, Quantity Surveying

Science, Technology, Engineering and Mathematics Program | Leyte National High School

2016 - 2018

INTERESTS

- Simulation Design
- Journalistic Writing
- Volunteer Work

AWARDS

- Best CE Project 2022
- Overall Best CE Project Team of the Year 2022