

# MARIA GLOUNESZA NENA PALO

CAD Operator / Documentation Technician

Brgy. Caligangan, Liloan, Southern Leyte

09171894373

mgntp950511@gmail.com

## LANGUAGES

- English ●●●●○
- Filipino ●●●●○
- Bisaya ●●●●●

## COMPUTER AND SOFTWARE LITERACY

- Autodesk AutoCAD ●●●●○
- Autodesk Civil 3D ●●●●○
- SketchUp ●●●●○
- V-Ray / Enscape ●●●●○
- Adobe Lightroom ●●●●○
- Microsoft Office ●●●●●


## SOFT SKILLS

- Photography
- Teamwork
- Active Listening
- Communication
- Adaptability
- Work Under Pressure
- Time Management
- Resourcefulness

## REFERENCES

JASSER GREG DUROY  
Engineer II  
09108213862

SHERYL RUIZ  
Engineer II  
09108206300

  
MARIA GLOUNESZA NENA T. PALO  
Applicant



## PROFILE

Single. Born on May 11, 1995 – Maasin City, Southern Leyte, Philippines. Have a **Civil Service Eligibility (Professional)**. Have a profound knowledge of Architectural Drafting principles and Professional Education. 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.



## WORK EXPERIENCE

### CAD 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.

### 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.



## ACADEMIC BACKGROUND

### BACHELOR OF SECONDARY EDUCATION

UNIT EARNER (29 UNITS)  
SOUTHERN LEYTE STATE UNIVERSITY  
SAN JUAN CAMPUS  
06/2017 – 03/2018  
San Juan, Southern Leyte, Philippines

### 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

I HEREBY CERTIFY that the above information is true and correct to the best of my knowledge and belief