

# MANUEL D. MAHUSAY JR.

Brgy. Caridad, Baybay City, Leyte 6521 Philippines  
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(+63) 915 8676 606



## EDUCATION

2020 to 2021  
Bachelor of Science in Civil Engineering (Undergraduate)  
Saint Joseph College  
Maasin City, So. Leyte, Philippines

2014 to 2018  
Bachelor of Science in Civil Engineering (Undergraduate)  
Visayas State University  
Baybay City, Leyte, Philippines

2010 to 2014  
High School Diploma  
DGBZMSF  
Albuera, Leyte,  
Philippines

## WORK EXPERIENCE

### Administrative Aide

April 2024 – February 2025  
Agri Preneurs Multipurpose  
Cooperative  
Baybay City, Leyte, Philippines

- Prepare business reports
- Supervising the operations
- Make strategic business plans

### Assistant Site In-charge

May 2022  
2 Subdivisions Sites  
Esperanza Estate & Yntosan Valley  
GGC Inc., Ormoc City, Philippines

- Supervising the construction sites
- Conducting quality inspection of construction works
- Making reports about the construction site status

### Assistant Site In-charge

March 2022  
PAGCOR Evacuation Center  
Kananga, Leyte  
RJIR Enterprises, Ormoc City, Philippines

- Supervising the construction site
- Conducting quality inspection of construction works

### Freelancer (Draftsman)

2020 – Present  
Baybay City, Leyte, Philippines

- Drawing complete building plans (Architectural, Electrical, Plumbing, Structural) for building permit using AutoCAD software.

## PERSONAL INFORMATIONS

Citizenship : Filipino  
Date of Birth : May 02, 1997  
Age : 27  
Sex : Male  
Civil Status : Single  
Religion: : Roman Catholic

## SKILLS

- AutoCAD operations (2D & 3D)
- Computer literate
- Microsoft Office operations
- Good Communication skills in English (oral & written)
- Good driving skills (motorcycle & four-wheel vehicle)

## TRANINGS

### Comprehensive AutoCAD

Microcadd Institute  
Mabolo, Cebu City, Philippines

### Advanced AutoCAD

Microcadd Institute  
Mabolo, Cebu City, Philippines

## LICENSES & CERTIFICATES

### Driver's License (None Professional)

Four-wheel vehicle  
Motorcycle

### Certificate of Eligibility - Professional

2023 Civil Service Exam Passer

## REFERENCE

### ENGR. SILVESTRE SANICO

Pryce Gas Dealer  
Baybay City, Leyte  
(+63)917 624 4532

### ENGR. ROMEL B. LENGUAJE

Site Engineer  
Philippine Associated Smelting  
and Refining Corporation (PASAR)  
Isabel, Leyte  
(+63)975 9342 610