

**SARAH**

(BS Civil Engineer)

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**OBJECTIVE:**

To gain further development in challenging career and experience with a company that offers a genuine opportunity for progression and to serve with my utmost capabilities.

**TECHNICAL AND PERSONAL SKILLS:**

* Microsoft Office (Word, Excel, Powerpoint)
* AutoCad & SketchUp
* Drafting and graphics skills
* Excellent written and verbal communication skills
* Highly organized and efficient
* Ability to work independently or as part of a team

**EXPERIENCE:**

* **MATH TUTOR**

Philippines ( August 2018-October 2018)

* Tutor five students in 2nd year college
* Developed tutoring resources
* Identified areas needing improvement
* Helped with students homework
* Monitored students progress
* **SITE ENGINEER - TRAINEE**

Well-built Specialty Contractors Inc. (March 2017 – May 2017)

Batasan, Quezon City - Philippines

* Monitored building work
* Prepared Site reports and filed other paper works
* Checked technical design and drawing to ensure that they are followed correctly

* **LABORATORY TECHNICIAN - TRAINEE**

Nprecision Construction Material Testing Center ( April 2013 – August 2013)

Cubao, Quezon City - Philippines

* Obtained and analyzing specimen sample of soil, testing for gradation, moisture content, in place

density and soil sieve characteristics

* Record data relating to obtaining and testing material, method used and result of test
* Prepared test report comparing test result with known specification; notified supervisor of

discrepancies

* **SALESLADY/CASHIER**

Divine’s MiniStore Philippines ( May 2010 - May 2011)

* Responsible for knowing the needs of customer
* Handle cash transaction between customer

**EDUCATIONAL QUALIFICATION:**

* **Bachelor of Science in Civil Engineering**

**(2014 – 2017)**

Technological University of the Philippines

* **Civil Engineering Technology**

**(2011 - 2014)**

Technological University of the Philippines

**SEMINARS AND TRAININGS ATTENDED:**

* February 23,2017, Seminar on Transportation Planning and Environmental Management held at the Integrated Research and Training Center (IRTC) of the Technological University of the Philippines
* January 27, 2017, Lecture Series on Engineering and Technology Innovation with the theme: “ Fiber Composite Materials: Design, Testing and Advanced Industrial Application” held at the Integrated

Research

* December 17,2013 – January 16, 2014, Basic Training Program entitled Basic Asphalt Technology held

at the Integrated Research and Training Center (IRTC) of the Technological University of the Philippines

* November 12 – December 12, 2013, Basic Training Program entitled Concrete Material Testing held at

the Integrated Research and Training Center (IRTC) of the Technological University of the Philippines

* February 19, 2013 Technical Research Seminar Technological University of the Philippines

**PERSONAL INFORMATION:**

Date of Birth: December 21, 1992

Nationality: Filipino/Philippines