

# Juvyliza Luna Angelo

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## Field of Study:

Senior Assistant, Designing, Project Management, Analysis

## Objectives-----

- To gain meaningful and helpful experience inclined with my field of interest.
- To secure a challenging position that expands knowledge and skills.
- To be in a job where experience in the business background will be utilized to the maximum.

## Work Experience-----

### National Transmission Corporation (Transco)

Senior Corporate Staff Assistant

**Pangasinan**

*Jan 2024 - April 2024*

- Handling the team of operators and maintaining the production line.

### National Transmission Corporation (Transco)

Corporate Staff Assistant

**Pangasinan**

*Dec 2022 - Dec 2023*

- It is a full-time job.
- The skills used in my job are MS Office, Management, and Analysis.

### Linecs Engineering Solutions and Trading

Design and Management Intern

**Urdaneta**

*June 2022 - July 2022*

- It was a 1-month internship.
- I did as-built drawings of different buildings and bridges in the design part.
- In the management part, I did estimate/take-off, and observed, and guided workers.

## Education -----

### Panpacific University

Bachelor of Science in Civil Engineering

- Graduated in October 2022

**Pangasinan**

*Class of 2022*

### Balungao National High School

Senior High School- GAS Strand

- With Highest Honors

**Pangasinan**

*Class of 2018*

### Balungao National High School

Junior High School

- With Honors

**Pangasinan**

*Class of 2016*

## Skills

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### Technical Skills

Google Suite, Microsoft Office Suite, ChatGPT, AutoCAD, Graphic Designing (Adobe tools)

### Other Skills

Communications, Email Management, Time management, Technical & Managerial Writing, Analytical Thinking

## Extra Activities & Achievements

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- Passed Civil Service Exam (Professional level) in August 2023
- PICE Vice President | Panpacific University Chapter
- PICE 1st Year Representative | Panpacific University Chapter
- Construction Occupational Safety and Health Training | Seminar
- 17th National Occupational Safety and Health Congress | Seminar
- CEFOCUS 2021: Engineering and Proficiency Symposium | Seminar
- 2021 PICE Virtual Midyear National Convention and Technical | Seminar