



Juvyliza Luna Angelo

✉ angelojuvyliza@gmail.com

📞 [+639275303048](tel:+639275303048)

🌐 [juvyliza-angelo-085aa2193](https://www.linkedin.com/in/juvyliza-angelo-085aa2193)

🌐 [Juvyliza](#)

Field of Interest:

Project Management, Executive Assistant, Virtual Assistant

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 -----

Sumi North Philippines Wiring System (SNPW)

Production Engineering Senior Staff

Binalonan, Pangasinan

Dec 2022 - April 2024

- Equipment and production lines set-up.
- Education training for operators.
- Process capability and safety audits.
- Documentation for manufacturing, equipment, and operation standards.

Linecs Engineering Solutions and Trading

Design and Management Intern

Urdaneta, Pangasinan

June 2022 - July 2022

- It was a 1-month internship.
- I did 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.

Local Government Unit Balungao

Special Program of Employment for Students

Balungao, Pangasinan

July 2021 - Aug 2021

- It was a 2-month internship.
- I am responsible for preparing birth, marriage, and death certificates.
- I provided support services to keep the office organized and running smoothly.

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

Skills -----

Technical Skills	Trello, Hootsuite, HubSpot, QuickBooks, Google Workspace, Microsoft Office, Google Drive, OneDrive, Slack, Zoom, Canva, Photoshop
Other Skills	Management (Project, Customer relationship, File, Expense, Social Media, Time), Communications, Problem-Solving

Extra Activities & Achievements -----

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