



# MAYBEL ENCINAS

📍 EMS Barrio, Legazpi City  
☎ 0995-393-8039  
✉ encinasmaybelcamatoy@gmail.com

## EDUCATION

### **Bicol University – College of Engineering**

Bachelor of Science in  
Engineering  
2023 – July 2025  
Legazpi City

### **Bicol University – Polangui Campus**

Bachelor of Science in  
Computer Engineering  
2020 – 2023  
Polangui, Albay

### **San Rafael National High School – Senior High School**

STEM – Science, Technology,  
Engineering, and  
Mathematics  
2018 – 2020  
San Rafael, Tigaon,  
Camarines Sur

### **Nato National High School**

· 2014 – 2018 | Nato, Sagnay,  
Camarines Sur

### **Nato Elementary School**

2009 – 2014 | Nato, Sagnay,  
Camarines Sur

## PROFESSIONAL SUMMARY

Motivated and adaptable engineering student with a strong academic background and diverse work experience in technical assistance, safety management, and customer service. Known for being detail-oriented, innovative, and dependable with a friendly personality. Proven ability to work under pressure and maintain high standards in both team-based and individual settings. Seeking to enhance professional growth by applying acquired knowledge and expanding technical and interpersonal skills in real-world work environments.

## OBJECTIVES

To learn and gain experience in the field of work while enhancing my knowledge and skills across various aspects. I aim to contribute to a productive environment and grow both professionally and personally.

## WORK EXPERIENCES

### **Safety Officer**

- EN Hilutin Construction and Supplies Corp. | 2024 – 2025 | Polangui, Albay
- Conducted safety orientations and risk assessments
- Promoted and ensured compliance with safety regulations

### **Technical Assistant**

- EN Hilutin Construction and Supplies Corp. | 2021 – 2023 | Polangui, Albay
- Provided support on documentation and fieldwork operations
- Coordinated technical data and material requests

### **Lister of Order / Waitress**

- Jazzam Coffee Shop | 2020 – 2021 | Legazpi City
- Managed customer orders and provided quality service
- Handled customer inquiries and coordinated with kitchen staff

## **CERTIFICATION**

- Safety Officer 2 (SO2) – Certified

## **SKILLS**

- Computer Skills
- Marketing
- Time Management
- Creativity and Innovation
- Communication
- Organization
- Adaptability
- Friendly Personality

## **LANGUAGES**

- Filipino
- English
- Bicol

## **REFERENCES**

### **Mr. Elizon Kier S. Hilutin**

·President, EN Hilutin Construction and Supplies Corp.

·📞 0907-000-1234

### **Ms/Mr, Manager of Jazzam Coffee Shop**

·Manager, Jazzam Coffee Shop – Legazpi City

·📞 0917-654-3210