

Ma. Beatrice D. Alayan

✉ alayanbeatrice22@gmail.com

📍 Apitong St. Rodriguez Subdivision Barangay Ibabang Iyam Lucena City, Quezon, Philippines, 4301

EXPERIENCE

Engineering Assistant
Department of Public Works and Highways
July 2022 – Present

- Estimating various projects such as Two-Storey Building, Multi-Purpose Building, Schools, and Roads.
- Develop programs to produce management information.
- Responsible to receive, transfer, and sort out documents.
- Responsible in processing all documents needed for buying and transferring of Land Title or property.
- Coordinate and assist landowners regarding to their concern/s about their property.

Administrative Aide I
Department of Public Works and Highways
July 2021 – July 2022

- Develop and maintain various tools in MS Office to automate manual processes and improve productivity and accuracy.
- Develop programs to produce management reporting information.
- Receive and transfer documents.
- Applying and completing of certificates via online and offline.
- Responsible for filing documents in every project and transaction.

EDUCATION

Bachelor of Science in Civil Engineering
Southern Luzon State University
Lucban, Quezon Philippines
2014 – 2019

TRAINING / COURSES

- Civil Servant Professional – Level II
- Computer Proficiency Passer
- Safety Officer II (Construction Occupational Safety and Health)

STRENGTHS and SKILLS

- Drafting using AutoCAD
- Good time management
- Excellent communication, interpersonal, presentation, analytical and bookkeeping skills.
- Proficient in MS Office (Access, Excel, Word, PowerPoint, & Outlook).
- Ability to work independently and learn quickly.

Work Experience prior to 2021 and References are available upon request.