

MA ANTONETTE ANNE TORCINO

Contact Number: (+63) 9279436584

Email Address: antonettetorcino27@gmail.com

Driver's License Number: M02-19-009549

Passport Number: P4556758B

Date of Expiry: Jan. 24, 2030



I. PERSONAL INFORMATION

Date of Birth: November 29, 1992

Place of Birth: Cagayan de Oro City

Age: 31 years old

Height: 150 CM

Weight: 56 kgs.

Status: Single

Nationality: Filipino

Religion: Roman Catholic

II. SKILLS & INTERESTS

Office Skills

- Excellent skills in Microsoft Office Applications (Word, Excel and PowerPoint)
- Google Drive
- AutoCAD Operator
- Sketch-Up
- Data Entry

Soft Skills

- Adaptability
- Possess problem-solving skills and can come up with strategic approaches to perform certain tasks.
- Attention to detail.
- Communications
- Versatile and team player
- Work Ethics
- Time Management

Others

- Mandatory Basic Occupational Safety and Health Training for Safety Officer 1 (BOSH-SO1) - Certificate Holder
- Structural Analysis and Design of Low-Rise Reinforced Concrete Building Design Using Bentley STAAD.PRO And RCDC. - Certificate Holder

Interests

- Cooking
- Baking
- Internet Browsing

III. WORK EXPERIENCES

Owner Small Business (February 2023 – Present)

Bite N' Cup latte

141 Fernandez St., Barangay 3, Cagayan de Oro City

Role:

- Managing the Café and Restaurant
- Responsible for cooking the main dish.
- Doing grocery

Site Engineer (May 2023 – January 2024)

Pyramid Consolidated Builders Inc.
3rd floor, One Bacon, Pueblo de Oro, Cagayan de Oro City

Role:

- Supervising and managing construction projects from start to finish, ensuring adherence to project plans and specifications.
- Analyzing and interpreting engineering drawings, survey reports, and other technical documents to guide construction.
- Providing technical guidance and expertise to resolve construction-related challenges.
- Reporting project updates milestones and potential risks to the project manager.
- Planning and overseeing allocating resources, materials, and equipment to optimize project efficiency.

Office Engineer/Project In-charge (Jan. 2020–September 2022)

Home-Based

Role:

- Preparing contract documents for differing projects
- Preparing work plans
- Draft and submit reports.
- Initiate, prepare, review, track, post, and distribute RFI's, RFA's, and change order.
- Maintain organized and detailed construction files, project records, and logs.
- Prepare monthly project status reports.

IV. TRAININGS & SEMINARS

Mandatory Basic Occupational Safety and Health Training for Safety Officer 1 (BOSH-SO1) **PEME Consultancy Inc.**

Online

Structural Analysis and Design of Low-Rise Reinforced Concrete Building Design Using Bentley STAAD.PRO And RCDC.

XSTRUCTURES ENGINEERING CONSULTANT

Online

V. EDUCATIONAL QUALIFICATION

Bachelor of Science in Civil Engineering (2015-2019)

Cebu Institute of Technology - University
N. Bacalso Avenue, Cebu City, 6000 Philippines

Civil Engineering Technology (2009-2015)

Mindanao State University – Iligan Institute of Technology
Andres Bonifacio Avenue, Tibanga, 9200 Philippines

High School Education (June 2005 – April 2009)

Sacred Heart of Jesus Montessori School
CM Recto Avenue, 9000 Philippines

Elementary Education (June 1999 – April 2005)

Sacred Heart of Jesus Montessori School
CM Recto Avenue, 9000 Philippines

VI. CHARACTER REFERENCES

Ms. Kris Jelyn Navarosa

HR Manager in WCSI

09358634727

Ronaldson J. Salahag

Team Leader

Monark Equipment Corporation

09650881190

Mr. Antonio M. Torcino Jr.

Principal Engineer A

Philippine Port Authority

09175239615

All the details and information above are true and correct to my knowledge.

Yours truly,



MA ANTONETTE ANNE A. TORCINO
Applicant