

Kristel Anne B. Pacis

Career Summary

Goal-oriented professional with 3+ years of experience and proven knowledge of cross-functional teams, regulatory compliance, and customer service as a civil engineer and public servant. Aiming to leverage my skills to successfully fill the vacant position at your company.

Summary of Qualifications

- More than 3 years of experience in the overall direction and supervision of the field operation of flood control, roads, and other public works.
- Effective licensed civil engineer and registered master plumber in a national government ensuring that the works accomplished are according to the plan and specifications, construction estimates, preparing work suspension orders, site instructions, and others.
- Proficient in technical documentation and communication, including engineering reports, specifications, and presentations.
- Skilled in overseeing maintenance programs to ensure the proper functioning of equipment, infrastructure, and facilities.
- Capable of creating and managing budgets effectively, controlling costs while maintaining high standards of operation and facility upkeep.
- Proficient in ensuring compliance with all applicable laws and regulations to mitigate risks and maintain a safe working environment.
- Strong written and verbal communication abilities, adept of handling incoming and outgoing communications including emails, phone calls, and messages.
- Capable of ensuring the availability of office supplies, handling procurement process and managing inventories.
- Capable of working both independently and as part of a team.

Skill Highlights

Technology Proficiency

- Proficient in engineering software such as AutoCAD and SketchUp with Vray for 2D and 3D modeling, drafting, and design.
- Skilled in using office productivity software such as Microsoft Office and Google Workspace.

Project Inspection

- Evaluate each project's statement of work 100% within 45 minutes.
- Obtain 100% compliance with Department Orders by inspecting over 50 projects for proposed repairs of school buildings and new construction of roads and slope protection between 2023 and 2024.

Facilities Planning and Management

- Knowledgeable in overseeing the maintenance of building systems and equipment, electrical, plumbing, and fire protection systems during inspection.

Contact

0966-471-9019
kristelannepacis1998@gmail.com
Botolan, Zambales, Philippines

Experience History

Engineer 1

Department of Public Works and Highways –
Zambales 1st District Engineering Office
June 2020 – Present

Site Engineer

New Henry Masinloc Construction & Supply
May 2018 – July 2018

Student Assistant Program

President Ramon Magsaysay State University
June 2017 – March 2019

Education

Bachelor of Science in Civil Engineering

President Ramon Magsaysay State University
2014 – 2019

Masters in Public Administration

President Ramon Magsaysay State University
Graduate School
2021 - 2024

Administrative Competency

- Facilitate a 3% increase in District Performance Commitment and Review (DPCR) during the rating period.

Licenses and Certifications

Civil Engineering Licensure Examination November 2019
Licensed No.: 0175676
Professional Regulatory Commission, Philippines

Master Plumber Licensure Examination February 2023
Licensed No.: 0016906
Professional Regulatory Commission, Philippines

Career Service Examination Paper and Pencil Test (CSE-PPT) March 2017
Certification No. 1128, s. 2017
Civil Service Commission, Philippines

Enhancing Administrative Skills : A Comprehensive Training Program for
Administrative Assistants
PRIMAEXCELLENCE Review and Training Center
January 19, 2024 – March 05, 2024

SketchUp with VRAY
MicroCADD Institute
October 08, 2023 – November 05, 2023

Comprehensive 2D & 3D AutoCAD Training, 3D Color Rendering
Certificate No. AP0043097349105202722
Autodesk, Inc.
March 10, 2023 – April 15, 2023

JKY Customer Management Training Services Inc.
CLAIRVOYANCE
Advanced English as Second Language
January 31, 2022 – February 25, 2022

Master Plumber Comprehensive Online Training
FEMP Organization of the Philippines, Inc.
April 01, 2021 – May 27, 2021

On-the-Job Training

Ventanas Philippines Construcion Inc. (VPCI)
Masinloc Power Plant Expansion Project Unit 3
Brgy. Bani, Masinloc, Zambales
April 25, 2018 – June 25, 2018

Character References

Engr. Armando Pamonag
Former Supervisor / Assistant District Engineer
DPWH – Bataan 2nd District Engineering Office
Mobile No.: 09-17-707-5405

Arch. Debbie R. Bilgera
Senior Architect II
DPWH - Zambales 1st District Engineering Office
Mobile No.: 0912-2644-077

Engr. Bernard Jessu T. Edquiban
Senior Engineer II
DPWH - Zambales 1st District Engineering Office
Mobile No.: 0927-5820-454