

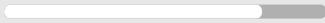


Melissa Joy Dalac

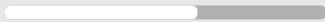
A registered Philippine Institute of Civil Engineers, Inc. member and a Civil Engineer with 4+ years of experience in Construction Company. Capable of working independently with minimum supervision, and committed to providing high-quality service to every project, focusing on health, safety and environmental issues.

Skills

Microsoft Word and Excel



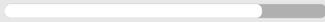
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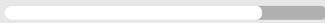
Project Management Skills



Problem-Solving Skills



Communication Skills



Languages

English



Filipino



CONTACT

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Onaiza 65 Doha Qatar

Work Experience

R.E. Singson Construction and Development Inc. | Dumaguete City Central Visayas Philippines

Sep.2021 - Feb.2024

Civil Engineer

- Supervise government projects involving roadway improvements and widening of bridges.
- Attend meetings and discuss project details with the Department of Public Works and Highway Engineers.
- Trained two new employees in a supervisory capacity to take over similar projects and aid company expansion
- Perform drafting according to specifications; ensure compliance with all project QA procedures and requirements.
- Inspect inventories and prepare orders for civil projects and materials in line with budgeted figures averaging \$ 1,000,000.

Uy ConDev | Dumaguete City Central Visayas Philippines

Site Engineer

Aug.2020 - Aug.2021

- Supervise several key government projects involving roadway designs and improvements.
- Handled cost of materials estimation, report and document tracking, project documentation, and on-site project visits.
- Gained experience in blueprint reading, as well as preparation of maps and plans.
- Wrote weekly quantity reports to track progress.
- Maintained good relationships with the employer and workers.

Education

Negros Oriental State University | Dumaguete City Central Visayas Philippines

Jun.2012 - May.2018

Civil Engineering , Bachelor of Science in Civil Engineering

- Certified Civil Engineer on May 2019.

