JEANETH P. EVALAROZA-TEJERO
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EDUCATION

University of San Carlos **Talamban, Cebu City, Cebu**
Bachelor of Science in Civil Engineering April 2018

WORK EXPERIENCES

Department of Public Works and Highways
Cebu 6th District Engineering Office **Mandaue City, Cebu**
Laboratory Technician I (Permanent) Jan 2023 – Present
Engineer I (Job Order) Jul 2022 – Dec 2022
Engineering Assistant (Job Order) May 2021 – Jun 2022

- Evaluate quality assurance documents and reports submitted by the District Engineering Office to ensure compliance with policies/issuances of the department
- Conduct Testing on construction materials for projects undertaken
- Reviews and recommends for approval of Quality Control Program prepared by Materials Engineer
- Ensures the materials being used by the contractor are on specifications and standards
- Conducts and participates in the inspection of projects for purpose of Billing, Issuance of Certificate of Completion/Acceptance
- Operates and maintains District testing equipment and to monitor the reliability and accuracy of testing equipment/apparatus of the laboratories according to standards

Filipinas Aviation Services, Inc. **MCIA, Lapu-Lapu City, Cebu**
Head of Operations / FHS (Fuel Hydrant System) Engineer Dec 2018 – Apr 2021
(Joint Mactan Aviation Fuel Facility Department)

- Conduct walkthroughs to evaluate safety needs and policies
- Assists the upper management (Petron Corporation) in setting goals that promote company growth around the Terminal
- Document safety policies and reports, checklists, and adverse events
- Provides advice and guidance to other employees
- Perform safety/toolbox meetings among the employees and supervisors
- Participate certain quality audits (ISO, Third Party, etc.)
- Oversees daily activity of the Team at Petron Mactan Aviation Terminal
- Prepares budgets, work schedules, and other organizational reports as needed
- Identifies improvement areas and plans to boost companies' effectiveness
- Work closely with other departments to promote efficient communication and organization

SKILLS

- Self-motivated and enjoys busy work environment
- Ability to work independently and as a part of a team
- Team player committed in achieving team's objectives
- Organize and prioritize daily responsibilities
- Has basic knowledge about AutoCad
- Proficient in MS Office: Word, Excel, PowerPoint, etc

LICENSE

Registered Civil Engineer (Lic. No.: 0163086) Nov 2018 – Apr 2024
Professional Regulation Commission (PRC)

SEMINARS

- **Comprehensive Training on Materials Testing Technology** Oct. 16 – Nov 17, 2023
  DPWH Regional Office 7 SRP, Cebu City, Cebu

- **2023 REAP National Convention** June 15 – 16, 2023
  Road Engineering Association of the Philippines Dusit Thani Residence, Sasa, Davao City

- **Laboratory Technician's Course** May 15 – 19, 2023
  DPWH Regional Office 7 (QAHD) SRP, Cebu City, Cebu

- **PICE 48TH National Convention and Technical Conference (Virtual)** Nov. 11 – 12, 2022
  Philippine Institute of Civil Engineers, Inc.
  - Theme: "Civil Engineering and its Specializations: Responding to Our New Normal and Foreseeing Our Futures"

- **PICE 47TH National Convention and Technical Conference (Virtual)** Nov. 26 – 27, 2021
  Philippine Institute of Civil Engineers, Inc.
  - Theme: "Back to Basics in Foreseeing Our Futures in Civil Engineering"

- **PICE 2021 Multi-Regional Technical Conferences (Visayas-Virtual)** Sept. 26 – 27, 2021
  Philippine Institute of Civil Engineers, Inc.

- **Basic Occupational Safety and Health Training Course (BOSHC)** Feb. 18 – 22, 2019
  World Safety Organization Cebu Mandaue City, Cebu