

ERIKA JOYCE DG. SAN DIGEO

#0727 Bulihan, Plaridel
Bulacan, Philippines, 3004
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CAREER OBJECTIVE

I am looking to obtain a challenging and rewarding position that will provide good opportunities to develop the skills necessary for professional growth in the pursuit of competence and the enhancement of human welfare and the environment.

PERSONAL BACKGROUND

Address:	0727 Bulihan, Plaridel, Bulacan
Birthdate:	April 19, 1999
Birth Place:	Plaridel, Bulacan
Gender:	Female
Civil Status:	Single
Citizenship:	Filipino
Religion:	Roman Catholic
Language:	English, Filipino

WORKING EXPERIENCE

October 2019 – Present

BIDDING-IN-CHARGE

JODANS ENGINEERING

2f Richwell Bldg. #25 Brgy. Lourdes, Quezon Avenue, Quezon City

- **PHILIPPINE CHARITY SWEEPSTAKES OFFICE (PCSO)**
Air-Conditioning Work
Bidding-In-Charge
- **DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**
Fire Protection Works/ Mechanical Works
Bidding-In-Charge
- **NATIONAL DEVELOPMENT COMPANY**
Air-conditioning Works
Bidding-In-Charge
- **BICOL REGION TRAINING AND TEACHING HOSPITAL**
Mechanical Works
Bidding-In-Charge

- **DEPARTMENT OF HEALTH - LUNG CENTER OF THE PHILIPPINES**
General Engineering Work
Bidding-In-Charge
- **DEPARTMENT OF HEALTH – NEW TABACO QUARANTINE BUILDING**
General Engineering Work
Bidding-In-Charge
- **DEPARTMENT OF HEALTH – BAGUIO GENERAL AND MEDICAL CENTER**
General Engineering Work
Bidding-In-Charge
- **DEPARTMENT OF HEALTH – BICOL REGION GENERAL HOSPITAL AND GERIATRIC MEDICAL CENTER**
General Engineering Work
Bidding-In-Charge

TECHNICAL SKILLS

- Knowledgeable in Microsoft Office Programs especially MS Excel, MS Word, MS PowerPoint
- Computer literate with knowledge in MS Office
- Basic knowledge in Autodesk AutoCAD & Google Sketch up
- Ability to work professionally with a team
- Can work under pressure & manage multi-tasking effectively
- Has high tolerance in toxic work space and very willing to be trained

EDUCATIONAL BACKGROUND

2015 –2019	Tertiary Education	Bulacan State University , Malolos, Bulacan Bachelor of Technical Teachers Education Major in Drafting Technology
2011 – 2015	Secondary Education	Balagtas National Agricultural High School , Balagtas, Bulacan High School Diploma
2005 – 2011	Elementary Education	KAPFA Learning Center , Balagtas, Bulacan Elementary Diploma
➤ October 18-22, 2021		Loss Control Management – Safety Officer 3 Salus Consultancy Services
➤ October 16-17 and 23-24, 2021		Construction Occupational Safety and Health (COSH) – Safety Officer 2 Salus Consultancy Services

SEMINARS ATTENDED

October 18-22, 2021

Loss Control Management
Salus Consultancy Services

October 16-17 and 23-24, 2021

Construction Occupational Safety and Health (COSH)
Salus Consultancy Services

REFERENCES

JAYSON ESTEVA, ME

Assistant Operations Manager, Jodans Engineering
0929-691-6346

Gebelene Brutas

Human Resource
0949-7144-7530

I certify that the data stated above is true and correct.



ERIKA JOYCE DG. SAN DIEGO
Applicant