

STEPHANIE ARUP VILLANDA

Address: 35 Roberge Close St. Albert AB

Cell no: 587-983-4450

Email: safvillanda.08@gmail.com

CAREER OBJECTIVES:

- ✚ Energetic and highly motivated entry-level individual that is seeking a career in an organization that is offering opportunities for professional advancement.
- ✚ To be able to contribute to organization's objective and mission through service and responsibility that will challenge and strengthen my knowledge and personal skills.

WORK EXPERIENCE/S:

✚ CIVIL ENGINEER

July 2022- October 2023

*R.U.Aquino Construction and Development Corp.
Cavite, Philippines*

Key Qualifications & Responsibilities:

- ✓ Experienced as Office and Site Engineer
- ✓ Ensured all-time positive customer experience by communication and maintaining professional relationship.
- ✓ Controlled cost by preparing monthly progress report (actuals vs. estimated) and by monitoring construction sites.
- ✓ Worked with project managers to ensure terms of Sub-contractors are aligned with master contracts and scopes of work are clear for both parties.
- ✓ Reviewing, processing, filing, and tracking of all documentation on the projects. Prepared invoices, memos, and other billing reports.
- ✓ Analyze survey reports, maps, blueprints, and other topographical data to effectively plan infrastructure and construction projects. Practical experience in AutoCAD.
- ✓ Participate in Safety and Toolbox Meetings for Manpower designations.
- ✓ Monitored supplies and replenished stocks as necessary.
- ✓ Monthly data reporting of work accomplishment for each project.
- ✓ Understanding of basic financial concepts relating to technology and operating expenses.
- ✓ Respond to any issues and concerns through Compliance Report.

✚ RETAIL STORE SUPERVISOR

August 2020 - June 2022

*Mamartek Liquor Store
Pangasinan, Philippines*

Key Qualifications & Responsibilities:

- ✓ Maintain customer satisfaction, quickly resolving issues and offering expert assistance.
- ✓ Interact and communicate effectively with costumers and all levels of workers.
- ✓ Providing an outstanding customer service by answering question about products and services.
- ✓ Supervise store operations, manage inventory and maintain accurate reconciliation of business supplies.
- ✓ Establish work schedules and maintain an organized filing system to easy facilitate important documents.
- ✓ Complete daily duties such as stocking, cleaning and organized product inventory.
- ✓ Maintain accurate and attractive merchandise displays to attract customer attention.
- ✓ Operate cash registry and monitored inventory and re-ordering store products.

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SKILLS AND QUALIFICATIONS:

- ✚ Excellent interpersonal and communication skills.
- ✚ Demonstrate willingness to work effectively with diverse personalities in a tactful, decisive and resourceful manner.
- ✚ Detail -oriented, with a reputation for thorough process of documentation, review and trainings.
- ✚ Proven ability to quickly and accurately learn various form of technology and software.
- ✚ Outstanding Customer service skill and extremely dedicated, organized and team oriented.
- ✚ Proficient in Microsoft Word, Excel, PowerPoint, Outlook and Social Media Platforms.
- ✚ Highly adaptable in assisting coworkers and customers utilizing best practices.
- ✚ Ability to handle multiple priorities at one time.

EDUCATION AND TRAININGS:

- **CELPIP (Canadian English Language Proficiency Index Program) Exam Passer** April 6,2024
International Women of Saskatoon (IWS), Saskatoon SK
- **Registered Civil Engineering** June 2022
Philippines
- **Bachelor of Science in Civil Engineering** August 2015 - May 2020
Saint Louis University Baguio, Philippines
- **Pollution Control Officer** March 2023
GABY'S Training Center Cavite, Philippines
- **Government Intern Municipal Assistant** September -December 2021
Department of Labor and Employment Pangasinan, Philippines
- **14th UP DILIMAN Annual Civil Engineering Talk: DRIVE (Seminar)** October 2019
 - *Technology in Philippine Transportation and Traffic Management*
 - *The Emerging Means Of Transport in the Philippines*
- **National Irrigation Administration-CA Practicum, Baguio Philippines** June 2019 - August 2019