

REINE ELYSS JUSTINE D. MATURINO, RCE, S03

Registered Civil Engineer and Safety Officer 3

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CAREER OBJECTIVE

A result-oriented professional with two (2) years of experience in the administrative field equipped with knowledge regarding Computer-Aided Engineering aiming to leverage skills to successfully fill the role of a Civil Engineer

EXPERIENCE

Department of Health – Treatment and Rehabilitation Center

Bataan, Pilar, Bataan

Oct 2020
Present | Administrative Assistant II

- Created the ISO 9001:2015 Quality Management Systems Manual of the Agency, as well as the Operating Policies and Procedures involving the Office of the Chief of Hospital
- Relayed communications efficiently between the Chief of Hospital and the internal and external clients
- Assisted in the micromanagement of the Agency by work closely with agency employees to communicate and entertain the needs and concerns of the different sections and offices to the Top Management
- Created the minutes for the meetings and other pertinent documents involving the Chief of Hospital
- Assisted in Contact Tracing Operations as part of the COVID-19 Infection Control and Prevention
- Processed trainings and other pertinent documents for the Health and Safety Committee

DMCI Holdings, Manila, Metro Manila

Jun 2019
Jul 2019 | On-The-Job Trainee

- Inspected and monitored the site as part of the Quality Assurance and Quality Control Unit along with the creation of punch lists
- Created cutting lists of rebars for footings, beams, and columns with the aid of AutoCAD and Microsoft Excel
- Estimated quantity and cost needed for the installation of fall arrest systems

City Engineering Office – Balanga City Hall, Balanga City, Bataan

Apr 2015
Jul 2018 | Clerk

- Assisted in processing permits and licenses needed by the clients
- Reviewed plans submitted to the City Engineering Office
- Filed and updated records in the database
- Assisted in inspections around the city

CERTIFICATIONS

Licensed Civil Engineer (November 2022)

Civil Service Eligibility

ISO 9001:2015 QMS Internal Auditor

Safety Officer 03

Non-Professional Driver's License

EDUCATION

Jun 2020 | University of Santo Tomas, Manila
Bachelor of Science in Civil Engineering

Awards & Honors: Cum Laude

Extracurricular Activities

- Technical Editor of the Thomasian Engineer (Official Publication of the Faculty of Engineering)
- Association of Civil Engineering Students (ACES)
- Junior Philippine Institute of Civil Engineers – Lungsod ng Maynila Chapter
- Red Cross Youth Council (Engineering Unit)

Mar 2015 | Bataan Montessori School, Inc., Balanga City, Bataan
Secondary Education

Extracurricular Activities

- Champion of the Division Schools Press Conference 2015 (Science Writing)
- 3rd Placer of the Division Schools Press Conference 2014 (Science Writing)
- Participant for the Regional Schools Press Conference 2014-2015 (Science Writing)

ADDITIONAL SKILLS

Oral and Verbal English Proficiency

Formal and Technical Writing

Knowledgeable in 2D AutoCAD Operations

Familiar in 3D AutoCAD Operations

Proficient in the use of Microsoft Excel, Word, and PowerPoint

Familiar with Video and Audio Editing

Familiar with operations using ETABS and STAAD

TRAININGS (Certificates available upon request)

ENGINEERING

2022 Dec 05 2 hours	Techniques and Solutions to Common Sealing Failures Bostik Academy
2022 May 12 1 hour	Prefilled Solutions for Easy and Safe Underwater Applications Maccaferri Corporate
2022 Apr 23 4 hours	The Solar PV System and Benefits to the Business and Environment Institute of Integrated Electrical Engineers of the Philippines, Inc.
2022 Mar 28 4 hours	Waterproofing for Better Moisture Protection and Concrete Durability Bostik Academy
2022 Mar 05 4 hours	Structural Detailing of Reinforced Concrete Structures in Low to Mid-Rise Category MST Connect
2022 Feb 22 12 hours	Capacity Building of Green Building Professionals in the Department of Health on Green, Safe and Resilient Health Facilities Department of Health / World Health Organization
2021 Aug 01 4 hours	Road Construction Methodology Upswing Learning Center
2021 Mar 13 3 hours	The Utilization of Waste Materials 2021 De La Salle University
2019 Oct 14 3 hours	CE Exploration II: Civil Engineering Field Seminars Day I University of Santo Tomas
2019 Jul 09 8 hours	Seminar on Liquefaction and Seismically-Induced Hazards: Assessment and Mitigation Philippine Society for Soil Mechanics and Geotechnical Engineering
2018 Nov 11 3 hours	CE Explorations: Foundation and Geotechnical Engineering Seminar University of Santo Tomas

HEALTH, SAFETY, AND ENVIRONMENT

2022 Nov 07 4 hours	Orientation on the Prohibition on the Unnecessary Use of Single-Use Plastics in Hospitals, Other Health Facilities, and DOH Offices Department of Health - Health Facility Development Bureau
2022 May 28 8 hours	Hazard Identification, Risk Assessment and Determining Control and Accident Investigation Health & Safety Solutions (HSS)
2022 May 19 40 hours	Loss Control Management Health & Safety Solutions (HSS)
2022 Mar 15 2 hours	Fire Safety Burn Management North Luzon Highlanders
2022 Feb 18 2 hours	Staying Alive: Hands Only CPR Philippine Heart Association Central Luzon / Central Luzon Occupational Safety and Health Network
2022 Feb 15 6 hours	IPC: Informed, Protected and Committed (An Infection Prevention and Control Seminar) DOH-Treatment and Rehabilitation Center Bataan
2020 Nov 07 40 hours	Basic Occupational Safety and Health Training (BOSH) Health & Safety Solutions (HSS)
2020 Oct 24 40 hours	Construction Occupational Safety and Health Training (COSH) Health & Safety Solutions (HSS)

INTERNATIONALLY RECOGNIZED STANDARD FOR QUALITY MANAGEMENT SYSTEMS
(QMS) UNDER ISO 9001:2015

2021 Apr 27 18 hours	ISO 9001:2015 Standard: Internal Quality Auditors Training BEMC Management Consultancy, Co.
2021 Apr 05 8 hours	ISO 9001:2015 Standard: Five-S Training BEMC Management Consultancy, Co.
2021 Mar 08 6 hours	ISO 9001:2015 Standard: Root Cause Analysis Training and Corrective Action Report Awareness
2021 Mar 04 6 hours	ISO 9001:2015 Standard: Objective Target and Plan Training and Design and Development Awareness Seminar BEMC Management Consultancy, Co.
2021 Feb 23 6 hours	ISO 9001:2015 Standard: Risk and Opportunities BEMC Management Consultancy, Co.
2021 Feb 19 6 hours	ISO 9001:2015 Standard: Document Management System Training BEMC Management Consultancy, Co.
2021 Feb 18 6 hours	ISO 9001:2015 Standard: Quality Management System Awareness BEMC Management Consultancy, Co.
2021 Feb 11 3 hours	General Orientation on ISO Certification BEMC Management Consultancy, Co.

MANAGERIAL AND SOFT SKILLS

2022 May 11 2 hours	Time Management Seminar Health & Safety Solutions (HSS)
2022 May 11 2 hours	Conflict Management at the Workplace Seminar Health & Safety Solutions (HSS)
2021 Oct 19 5 hours	Basic Gender and Development Orientation and Sensitivity Training for Employees DOH-Treatment and Rehabilitation Center Bataan
2021 Mar 09 2 hours	Webinar on #FuturesThinking: Aiming for a #FuturesLiterateDOH DOH - Health Policy Development and Planning Bureau
2021 June 15 12 hours	Basic Gender and Development Orientation and Sensitivity Training for Employees DOH-Treatment and Rehabilitation Center Bataan