

# Curriculum Vitae

Jaysa E. Arriba

## **Present Mailing Address**

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## **Qualifications and Skills**

- Licensed Civil Engineer in the Philippines (May 2019 Passer)
- Excellent verbal and writing skills
- Creative and problem solver
- Proficient in MS Word, Excel, and PowerPoint
- Basic knowledge in Computer-Aided Drafting Software
- Excellent management skills

## **Work Experience**

United Health Services-Wilson Medical Center  
33-57 Harrison Street, Johnson City, NY 13790  
Volunteer- Employee Health Office  
October 2019- Present

- As a volunteer, I am responsible for filing the employees' medical records and treat all information as confidential. I am learning to interact with people from different countries and different walks of life. In this office, I am able to experience a more diverse work environment.

E. G. & I. Construction Corporation, Cebu Philippines  
On the Job Trainee  
April 2017 – June 2017 (400 hours)

- As an OJT at E.G.&I. Construction Corp., I was assigned under QA/QC Department in which I am responsible for billing, estimating, testing of materials, and supervising workers in the construction site. I coordinate with the sub-company's proprietor, Site Engineers and workers. One of my responsibility was to make sure that the services rendered by the sub-contractors meet the

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client's expectations. However, the most challenging thing that I learned working in the site, was dealing with the construction workers' attitudes and realizing the difficulty of their job.

WJC Language Center, Cebu Philippines  
Part- time ESL Teacher  
June 2015 – August 2015

- As an ESL teacher in WJC Language Center, I was tasked to lecture and impart knowledge in Basic English to Chinese students. I administer examination or tests to gauge their understanding of the language. In doing so, I am able to learn from my students and them learning from me. By interacting with other race, it led me to dig deeper about the differences of one culture to another

RRL Engineering Services, Cebu Philippines  
Part- time Timekeeper /Payroll Officer  
April 2013 – August 2013

- As a timekeeper/payroll officer, I recorded and tracked time of the construction workers in the site for payroll purposes. I was responsible for calculating an employee's timework. I updated the records when an employee's status changes. I answered the workers' questions about their salary and deductions. At the end of each week, I was assign to distribute the salaries to the employees. I also audit everything for the accuracy of my report.

## **Education**

### **Tertiary**

Cebu Technological University- Main Campus  
M. J. Cuenco Ave. Corner R. Palma St., Cebu City, Philippines 6000  
Bachelor of Science in Civil Engineering  
June 2013 – April 2018  
Graduate

### **Highschool**

San Jose National High School  
San Jose Talibon, Bohol, Philippines  
S. Y. 2008-2012

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## **Elementary**

San Jose Elementary School  
San Jose Talibon, Bohol, Philippines  
S. Y. 2002-2008

## **Membership and Honorary/Professional Societies:**

Philippine Institute of Civil Engineers: 2012-2018

## **Research Experience**

June 2017 – April 2018  
Cebu Technological University-Main Campus  
Cebu Philippines  
Researcher  
Angelo M. Betache, CE, MEng – Research Advisor

- I was one of the researchers responsible for organizing an experimental study in which we determined the effect of using crushed glass bottles used either as a fine or coarse aggregates in a concrete mixture.

## **Awards/Accomplishments**

### **Elementary**

S.Y. 2002-2003 – Class 1<sup>st</sup> Honor  
S.Y. 2003-2004 – Class 1<sup>st</sup> Honor  
S.Y. 2004-2005 – Class 1<sup>st</sup> Honor  
S.Y. 2005-2006 – Class 1<sup>st</sup> Honor  
S.Y. 2006-2007 – Class 1<sup>st</sup> Honor  
S.Y. 2007-2008 - Class Salutatorian, Best in Math, Best in English

### **Highschool**

S.Y. 2008-2009 – Class 4<sup>th</sup> Honor  
2008-2009 - Metrobank Math Challenger Contestant  
Group Category  
S.Y. 2009-2010 – Class 6<sup>th</sup> Honor  
S.Y. 2010-2011 – Class 7<sup>th</sup> Honor

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Jornalism Division and Regional Competitions

Feature Writing Category

- Bohol Division Schools Press Conference - 1<sup>st</sup> Placer, Tagbilaran City, Ph 2009
- Bohol Division Schools Press Conference - 4<sup>th</sup> Placer, Tagbilaran City, Ph 2010

Editorial Writing Category

- Bohol Division Schools Press Conference - 4<sup>th</sup> Placer, Tagbilaran City, Ph 2010
- Regional Schools Press Conference - 4<sup>th</sup> Placer, Lapu-lapu City Cebu, Ph 2010

S.Y. 2011-2012 – School Paper Editor-in-Chief

2012 - Journalist of the Year Awardee

## Tertiary

2011 - Passed the Manila Business College Academic Scholarship

2<sup>nd</sup> Semester 2013-2016 – Supreme Student Government Scholar

- Passed the written exam and three rounds of interview
- Out of approximately a thousand of applicants, I was one of the 30 who were chosen.

May 2019 – Licensed Civil Engineer

- Passed the Philippine Licensure Examination
- 1<sup>st</sup> attempt
- 38.08% National Passing Rate