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**ANA**

[**ANA.137919@2freemail.com**](mailto:ANA.137919@2freemail.com)

**OBJECTIVE :** To contribute my knowledge and skills to the company to achieve their goals.

**Personal Background:**

Nationality: Filipino

Status: Single

Date of Birth : October 19, 1981

Visa: Tourist Visa

Language to Speak: English and Tagalog

**WORK EXPERIENCE :**

1. **Office and Site Engineer**

August 03, 2010- May 09, 2011

Company of Friends, Inc (Profriends)

Parc Regency Residences (Project)

Balabag Pavia, Iloilo

1. **Functional (Planning and Construction)**

* Provide work instructions to the Contractors Engineer / Foreman.
* Site in-charge of the supervision with the assigned number of housing units.
* Supervise and coordinate with the Contractor Engineers / Site Foreman and workers to ensure the quality of the units as per specifications.
* Review and Analyze project’s Bill of Quantities and prepare the material request required for the projects.
* Responsible for housing unit’s accomplishment as assigned in consideration of its quality, timeliness and cost.
* Analyze, review and recommend solutions on construction related problem on the assigned task.
* Evaluate weekly accomplishments, billings, job orders and other scope of work as needed.

1. **Administrative**

* Prepare weekly accomplishment report.
* Review and prepare Contractor’s Final Work Done Measurement / Quantity.
* Review and prepare Contractor’s Billing / Payment Certificate.
* Ensure and monitor site cleanliness.
* To addressed post move-in complain. Validate and evaluate complains if it is within standard and reasonable to be considered as back jobs.

1. a**. DCS Operator** at Fabrication Department

October- December 2007

Central Azucarera de San Antonio Inc., (Sugar Mill)

Cadilang Passi City, Iloilo

‘b. **NIR FOSS/ NIR Perten Operator** at Laboratory Department (During Milling Season)

December 2007- July 2010

**Duties and Responsibilities**

1. **NIR FOSS**

* Sets NIR FOSS equipment to standard operating system at the start of the shift (Diagnostic test for Vision and WIN ISI).
* Operates the equipment for the analysis of shredded cane sample for every truck delivery for Brix, % Pol, Apparent Purity and % Fiber at the rate of at least thirty (30) seconds per sample.
* Post analyses results on logbook on which will be posted by shift computer on corresponding pesadas which are then submitted to DPS.
* Post hourly composite analyses of shredded cane for Brix, % Pol, Apparent Purity, % Fiber and imbibitions % Fiber on daily analyses sheet.

1. **NIR PERTEN (DA- 7200)**

* Sets NIR Perten equipment to standard operating system at the start of the shift (Diagnostic test for noise absorbance test).
* In-charge of data collection, validation and laboratory samples (NIR Perten vs. Laboratory conventional) for both Mill and Process samples.
* Determine bagasse analyses (Pol and Moisture), and post analyses in daily analyses sheet.
* Guides 1st and 2nd Analyst during analyses using NIR Perten equipment to ensure correct usage to avoid any damage that will occur.
* Overall in-charge of equipments CALIBRATION using different math treatments and methods to improve results and give precise value.
* Helps analyst during samples final validation process (NIR Perten vs. Laboratory conventional).
* Maintain cleanliness and order in work area.
* Performs other duties as maybe assigned by Shift Supervisor and Department Head as truck scaler, trash checker and quality control personnel on raw sugar during withdrawal from sugar warehouse.

1. **Control Personnel** at Materials Control Department (During Offseason)

* Assist withdrawal of materials.
* Attend year end inventory.
* Materials control housekeeping.

1. **Site Engineer**

F.F. Cruz & Company.,

R.M. Varela Construction (Subcontractor)

Shangri- la Resort and Spa (Project)

Boracay Island

Brgy. Yapak Malay Aklan

June – December 2006

* Check and inspect work done by the workers.
* Responsible for acting as a supervisor.
* Provided guidance and work instructions to workers.
* Prepare weekly accomplishment report.
* Review and prepare Contractor’s Billing / Payment Certificate.
* Ensure and monitor site cleanliness.

1. **Personnel Control and Salesclerk**

Queen Mary Enterprises

Pototan, Iloilo

March 01, 2005- June 01, 2006

May 16, 2011 – November 07, 2011

* Inventory of Materials.
* Check materials upon receiving.

**TRAINING :**

**Autocad 2D**

FDBullos Engineering Training Center.

J.M. Basa St., Iloilo City

May 2010

**EDUCATION :**

**College :** Bachelor of Science in Civil Engineering

Western Institute of Technology

La Paz, Iloilo City

2005

**Secondary :** Western Visayas State University

Formerly Pototan College of Arts and Sciences

Pototan, Iloilo

1999

**Elementary :** Valderrama Central Elementary School

Valderrama, Antique

1996

**STRENGTH AND QUALITIES :**

1. Can work with less supervision and under pressure.
2. Can work harmoniously with co- workers and easy to go along with.
3. Efficient, honest, hardworking and god fearing.
4. Computer literate.