**GENIELYN**

**Professional Licensed Civil Engineer**

**C/o- +971501685421**

[**Genielyn.264800@2freemail.com**](mailto:Genielyn.264800@2freemail.com)

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| **objective** | | | | |
|  | To be engaged in a reputable work in a dynamic organization that would offer opportunities for personal growth through meaningful interactions and that would help develop my skills as a professional through continuos education. | | | |
| **work experience** | | | | |
|  | **Position :** Quantity Surveyor  **Duration :** January 2014- January 2016  **Company :** Typical Construction and Trading Corporation  Sta. Rosa,Laguna,Philippines  **Project Undertaken:**   * **20MW Isabela Biomass Energy Corporation Power Plant**,Alicia Isabela,Philippines * **SPWS Project**,Bataan,Philippines * **NANOX Project**, Pampanga,Philippines * **Shin-Etsu Magnetic Plant Project**, Laguna,Philippines * **PPTI Projec**t,Canlubang Laguna,Philippines * **MITSUBISHI Project**,Laguna,Philippines * **Enomoto Project**,Cavite,Philippines * **JAE Project**, Cavite,Philippines * **Arkray Project**,Batangas,Philippines * **HONDA Project**, Batangas,Philippines * **YAMAHA Motor Project**,Batangas,Philippines   **DUTIES AND RESPONSIBILITIES**   * Responsible in performing construction engineering works which requires application of standard construction engineering techniques and procedures in carrying out a sequence of related construction engineering task. * Prepare Bid Documents, Contract and specification. * Prepare Project Schedule and Cash Flow Analysis * Responsible of all structural and architectural materials quantity and cost estimate * Coordinate with the consultant regarding the “for construction” plans and details as well as the revised one and disseminate the same to the concerned engineers. * Prepare Monthly labor productivity report and Cost Value Report. * Prepare Contractual claims from contract documents, Site instructions, Drawing Revisions and Change in specification of materials, etc. * Manage request for purchase and made request for quotation process and ensure tender and key sourcing request are aligned with procurement landscape. * Review specifications and related documents of the project. Ensure that the drawings, specifications and procedures are in current revision. * Monitor the availability of materials to be used in the project prior to issuance, fabrication and installation. * Prepare letter transmittals and other correspondence works. | | | |
| **seminars&trainings attended** | | | | |
| **On- Job Training**  Atlantic Gulf & Pacific Company of Manila, Inc.San Roque, Bauan, Batangas, Philippines  April 2012  **DUTIES AND RESPONSIBILITIES**   * Assist Material Engineer on the documentation. * Study plans of Structural and Architectural and Module Fabrication. * Encoding the unit cost analysis * Prepare Project Schedule and Ccash flow statement * Attend toolbox meeting and help Safety Engineers to execute safety on shop by ensuring that workers are on their proper PPE and if hazards are being monitored. * Performs activities as per assigned by immediate supervisor.   **Construction Project Scheduling – Primavera Project Management**  Batangas,Philippines  September 2012  **Innovation Through Introduction of Autodesk Revit 2013**  Batangas,Philippines  July 2012  **Introduction Tekla BIM**  Batangas,Philippines  July 2012  **Leadership Training**  Batangas,Philippines  December 2012 | | |
| **affiliations** | | | |
| Licensed Civil Engineer  November 2013  PICE (Philippine Institute of Civil Engineer Inc.)  Official Organization of Civil Engineers in the Philippines  Member, 2012 - 2013  PICE (Philippine Institute of Civil Engineer Inc.)  Official Organization of Civil Engineers in the Philippines  Member, 2011- 2012  FES (Future Engineers of Society)  Official Organization of Future Engineers in the Philippines  Member, 2008- 2010 | |
| **skills** | | | | | |
| * Computer literate [Basic AutoCAD; Microsoft applications (Word, Excel, Power Point)] * Can perform mathematical operations & engineering calculations * Highly trainable, fast learner and have ability to stand pressure * Excellent in muti-tasking,time management and interpersonal skills * Worked effectively as a team member  |  |  |  | | --- | --- | --- | | **educational background** | | | |  | Tertiary : Bachelor of Science in Civil Engineering  University of Batangas  Hilltop, Batangas City  2008- 2013  Secondary : Bauan National Agricultural & Vocational High School  San Agustin,Bauan, Batangas  2004-2008  Elementary : Baguilawa Elementary School  Baguilawa Bauan, Batangas  1998-2004 | | | **personal information** | | | | Age : 24 years old  Birthdate : August 19, 1991  Civil Status : Single  Sex : Female  Religion : Roman Catholic  Visa Status : Tourist visa  *I hereby certify that the above information are true and correct to the best of my knowledge.* | | | | | | | |