**GENIELYN**

**Professional Licensed Civil Engineer**

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**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 CorporationSta. 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.
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| **seminars&trainings attended** |
| **On- Job Training**Atlantic Gulf & Pacific Company of Manila, Inc.San Roque, Bauan, Batangas, PhilippinesApril 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,PhilippinesSeptember 2012**Innovation Through Introduction of Autodesk Revit 2013**Batangas,PhilippinesJuly 2012**Introduction Tekla BIM**Batangas,PhilippinesJuly 2012**Leadership Training**Batangas,PhilippinesDecember 2012 |
| **affiliations** |
| Licensed Civil EngineerNovember 2013PICE (Philippine Institute of Civil Engineer Inc.)Official Organization of Civil Engineers in the PhilippinesMember, 2012 - 2013PICE (Philippine Institute of Civil Engineer Inc.)Official Organization of Civil Engineers in the PhilippinesMember, 2011- 2012FES (Future Engineers of Society)Official Organization of Future Engineers in the PhilippinesMember, 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

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| **educational background** |
|  | Tertiary : Bachelor of Science in Civil Engineering  University of Batangas  Hilltop, Batangas City  2008- 2013Secondary : Bauan National Agricultural & Vocational High School  San Agustin,Bauan, Batangas 2004-2008Elementary : Baguilawa Elementary School Baguilawa Bauan, Batangas 1998-2004 |
| **personal information** |
| Age : 24 years oldBirthdate : August 19, 1991Civil Status : Single Sex : FemaleReligion : Roman CatholicVisa Status : Tourist visa*I hereby certify that the above information are true and correct to the best of my knowledge.*  |

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