**Position Desired**

* **QUANTITY SURVEYOR**

**Visa Status**

* **Husband Visa**

**Education**

* Master’s Degree in Engineering (Major: Civil Engineering)

Graduated at Ateneo de Davao University

Davao City, Philippines

* Bachelor’s Degree in Civil Engineering

Graduated at Notre Dame University

Cotabato City, Philippines

**Professional Certification**

* Registered Civil Engineer (Philippines)

License ID #52072 Registered: March 28,1988

**Professional Affiliation**

* Member of Philippine Institute of Certified Quantity Surveyors (PICQS), Inc. (Qatar Chapter)
* Philippine Institute of Civil Engineers (PICE), Davao City Chapter

**Professional Trainings**

* MS Word
* MS Excel
* Outlook
* Aconex
* Adobe Acrobat

**Award**

* Safety Award from SH&E Dept, PARSONS AECOM, LUSAIL LRT (July 2015)

**Country of Experience**

* Qatar, UAE, Philippines

 Wilma.31345@2freemail.com

 **WILMA**

**CAREER HIGHLIGHTS:**

* Registered Civil Engineer with over20 years work experience in

 Railways, Roads and Highways, Buildings, Drainage and

 Sewerage Systems in government-owned corporation and private

 Engineering company in the Philippines and Middle East (having

 9 years as Quantity Surveyor in Consultants of Dubai Metro LRT

 Project in UAE and Lusail LRT Project in Doha, Qatar).

* Evaluate payment applications; prepare recommendation sheets

& issue payment certificates; maintain filing commercial documents

* Evaluate variation order proposals; do quantity check and take-off.
* Knowledge in FIDIC conditions of contract and CESMM3.
* Updates weekly, monthly cost reports and dash board.
* Conduct site inspections, prepare program of works and cost

 estimate of buildings, roads and drainage projects.

* Can manage the monitoring and supervision of project construction.
* Evaluate documents, drawings, specifications, material deliveries,

claims and progress billings as per plans, quantity & attachments.

* With experience in the preparation of post qualifications and bid

evaluation documents; attend bid conferences.

* Computer literate, strong commitment and dedication to work.

**PROFESSIONAL WORK EXPERIENCES:**

* Position: **Quantity Surveyor** (April 17, 2016 to October 27, 2016)

**Turner and Townsend Qatar LLC**, PMC, Lusail Projects, Qatar

* Position: **Quantity Surveyor** (May 22, 2011 to April 15, 2016)

**PARSONS International LTD.**, PMCM, LUSAIL LRT Project, Qatar

* Position: **Quantity Surveyor** (December 31,2009 to April 30,2011)

**PBS & J International, Inc.**,PMCM, LUSAIL LRT Project, Qatar

* Position: **Quantity Surveyor** (April 24,2007 to December 30,2009)

**SYSTRA International Consulting Engineers**,The Engineer

Dubai Metro Rail Project, UAE

* Position: **Engineer** (September 06, 2005 to March 31, 2007 and

August 09, 1996 to March 06, 2002)

**CITY ENGINEER’S OFFICE**, Davao City, Philippines

* Position: **Engineer II (**March 07, 2002 to September 05, 2005)

**DEPARTMENT OF PUBLIC WORKS & HIGHWAYS**

2nd District of Davao Oriental, Philippines

* Position: **Civil Engineer (**September 1988 to July 1996)

**JT BUILDERS & CONTRACTORS**, Davao City, Philippines

**DETAILED EMPLOYMENT EXPERIENCES:**

* **Position: Quantity Surveyor**
* **Company: Turner and Townsend Qatar LLC (PMC)**
* **Project: LUSAIL Projects, Qatar**
* **Duration: April 17, 2016 to October 27, 2016**

**Project Description:** Turner and Townsend Qatar LLC was commissioned to provide pre and post contract cost management services to Lusail City Development, north of Doha.

**Project Responsibilities:**

* Assigned in various packages in Lusail City projects.
* Evaluate variation order proposals; assess payment applications and issue Payment Certificates.
* Update the weekly and monthly cost reports of assigned projects.
* Attend commercial and coordination meetings with consultants and client.
* Check contractor’s bond and insurances if in accordance with the contract.
* Keep records of contractor’s claims, recommended amounts and filing of commercial documents in the system.
* **Position: Quantity Surveyor**
* **Company: PARSONS International Limited (PMCM)**
* **Project: LUSAIL LRT Project, Qatar (Qar 13B)**
* **Duration: May 22, 2011 to April 15, 2016**
1. **Project Description:** Parsons was selected by Qatar Railways Company and Qatar's largest real estate developer, Qatari Diar, to manage the design and implementation of Lusail Light Rail Transit (LRT) project, north of Doha, Qatar's capital. The Lusail LRT system is construction of 4 Tramway Operating Lines, 38.5 km of Track, 37 Transit Stations, 1 Viaduct, 1 Depot & 28 Vehicles. This LRT system will link the country to the Gulf Cooperation Council rail network.

**Project Responsibilities:**

* Evaluate Payment Applications, prepare recommendation sheets and issue Payment Certificates on Ph 2A for the Interface Resolution Engineering (IRE) and Early Start Excavation (ESE); Ph 2B for the Excavation and Civil Works for Cut-and-Cover Inter-station Tunnel Sections, Pump Stations and Ventilation Shafts; Ph 2C1A for the Main Civil Works of 7 Underground Stations for Lusail LRT Project and Ph 2C2-2C3 for the Designing, Executing, Completing, Commissioning & Maintaining the Works in which works are divided between IMAC, QDVC & Alstom.
* Evaluate submission of Material Cost Escalation Payment Applications for Phase 2B & 2C1A.
* Evaluate Payment Applications on QIRP Enabling Works – road diversion works, traffic barriers & road markings.
* Participate in all commercial meetings; coordinate with Contractor for disputes & missing documents in their claims.
* Evaluate variation order proposals; perform quantity check and quantity take-off; update variation log regularly.
* Knowledge in post contract administration of re-measurement, cost reimbursement and lump sum contracts.
* Check contractor’s bond and insurances if in accordance with the contract.
* Updates the commercial part of weekly, monthly progress reports and dash board.
* Keep cost records of contractor’s claims and PMCM recommended amounts.
* Maintain filing of commercial documents for ready reference and easy retrieval.
* Provide support on all financial and contractual matters throughout the course of the work in the project.
* Act positively, participate in all safety and health related activities.
* Perform other duties as instructed by Senior Quantity Surveyor, Commercial Manager & Construction Manager.
* **Position: Quantity Surveyor**
* **Company: PBS&J International, Inc. (PMCM)**
* **Project: LUSAIL LRT Project, Doha, Qatar (Qar 13B)**
* **Duration: December 31, 2009 to April 30, 2011**

**Project Description**: Lusail Light Rail Transit is the first major construction milestones for the country’s new rapid transit network with approximately 38.2 kilometers of Track; 39 Transit Stations; a Depot and 1 Viaduct at Al-Khor Highway; a

separate rail project from Doha Metro LRT but will be integrated to create the Qatar National Railway network.

**Project Responsibilities:**

* Evaluate monthly submissions of Payment Applications for the Phase 2A - Interface Resolution Engineering (IRE) and Early Start Excavation (ESE).
* Evaluate monthly submissions of Payment Applications for Phase 2B of the Lusail Development Transit System for the Excavation, Civil Works of Cut-and-Cover Inter-station Tunnel Sections, Pump Stations & Ventilation Shaft.
* Prepare recommendation sheets and issue payment certificates..
* Assist in the preparation of the commercial part of weekly and monthly reports.
* Keep records of contractor’s claims and PMCM recommended amounts.
* Maintain filing of commercial documents for ready reference and easy retrieval.
* Participate in all commercial meetings; coordinate with Contractor for disputes & missing documents in their claims.
* Perform any duties that may assign from time to time by the Project Controls Manager & Construction Manager.

* **Position: Quantity Surveyor**
* **Company: SYSTRA International Consulting Engineers (THE ENGINEER)**
* **Project: Dubai Metro Rail Project (AED 28B)**
* **Duration: April 24, 2007 to December 30, 2009**

**Project Description**: Dubai Metro LRT is a driverless and the world's longest fully automated 70 kilometer metro rail network with 49 stations and first urban train network in Arabian Peninsula located in Dubai, United Arab Emirates.

**Project Responsibilities:**

* Evaluate payment application on complementary work measurements (utilities) on Appendix K – Provisional Sum Adjustments on cut and cover, underground and over-ground LRT stations for Red Line (Ph.1) and Green Line Section (Ph.2) as per quantity take-off, no. of units, length, area & volume; drawings, specifications, attached inspection and testing reports (ITR), survey data, permit, no objection certificates, bored pile records, dockets for:
* trial pits, trenches and waste disposal; excavation of bored piles, walls and slabs.
* site clearance of bus shelters, bus number signs, telephone kiosk, traffic counter box, road police camera, street lights, signboards, walls, fence, manhole & barriers;
* breaking, slewing/removal of existing pipelines, ducts & cable; jointing & termination;
* supply, laying and installation of new pipelines, fittings, ducts and cables for telephone, water/electrical connections; street lightings; traffic signals; signboards.
* road repair, diversion & restoration; removal & reinstatement of asphalt pavement.
* Evaluate payment application on Appendix K - Provisional Sum Adjustments for the Engineer’s (Systra/Parsons Consultants) & Employer’s (Dubai Roads & Transport Authority) Facilities which includes porta cabin, vehicle, IT & safety equipments, landline, fax, internet, electronic, pest control, fuel, generator, furniture, light, water, etc:
* validate quantity certified “to-date’ vs the “previous” monthly payment statement; quantity certified “this month” as per back-ups (letter instructions, receiver’s signature, date & area of delivery).
* **Position: Engineer**
* **Company: CITY ENGINEER’S OFFICE, Davao City, Philippines**
* **Project: Government Vertical and Horizontal Projects**
* **Duration: September 06, 2005 to March 31, 2007**

**Project Description**: The City Government of Davao implemented various horizontal and vertical projects in order to deliver public services to the people in terms of transportation, information, communication, water, health, safety, security and property development. Davao City has a land area of 244,000 hectares and located in the island of Mindanao. The city serves as the main trade, commerce, and industry and the regional center for Davao Region.

**Project Responsibilities:**

* Review, check and evaluate the following:
* plans, a program of works, detailed cost estimates and specifications of government projects (public

buildings, roads and drainage projects), prepared by the Planning, Programming & Design Division.

* variation orders and progress billings of projects undertaken by the Construction Division.
* plans, a program of works, detailed cost estimates and specifications of special projects under the Urban Drainage & Flood Control Program; and People’s Park Development in Davao City, Philippines
* Member of the Technical Working Group (TWG) of the Bids & Awards Committee (BAC); attend bid conferences, assist in bid openings, evaluate and validate bid eligibility documents.
* Designated team leader in site inspection of various projects (public buildings, roads and drainage projects), prepare program of works and detailed cost estimates.
* Perform hydraulic analysis; supervise & ensure specifications were followed in the drainage projects construction.
* **Position: Engineer II**
* **Company: DEPARTMENT OF PUBLIC WORKS & HIGHWAYS, 2nd District of Davao Oriental, Phil.**
* **Project: Government Vertical and Horizontal Projects**
* **Duration: March 07, 2002 to September 05, 2005**

**Project Description:** The 2nd District Government of Davao Oriental implemented various horizontal and vertical projects in order to deliver public services to the people in terms of transportation, information, communication, water, health, safety, security and property development. Davao Oriental 2nd District has 1 City and 5 Municipalities; and it is situated in the island of Mindanao.

**Project Responsibilities:**

* Conduct site inspection, data gathering and assessment on site for proposed projects (buildings, roads, drainage).
* Prepare a program of works and detailed cost estimates of government projects (buildings, roads, and drainage).
* Member of the Technical Working Group (TWG) of the Bids & Awards Committee (BAC); attend bid conferences, assist in bid openings, validate bid eligibility documents.
* Evaluate defective drainage structures; perform hydraulic design analysis; submit report and recommendation.
* Designated Official Representative of Provincial Task Force on Socialized Housing Program.
* Special Assignments: assist in a project study of a road project; assist in the preparation of a development plan for infrastructure and preparation of Initial Environmental Examination (IEE) of proposed projects; and assist in the formulation of annual report and district profile.
* Prepare minutes of the meeting and correspondence.
* **Position: Engineer**
* **Company: CITY ENGINEER’S OFFICE, Davao City, Philippines**
* **Project: Government Vertical and Horizontal Projects**
* **Duration: August 09, 1996 to March 06, 2002**

**Project Description**: The City Government of Davao implemented various horizontal and vertical projects in order to deliver public services to the people in terms of transportation, information, communication, water, health, safety, security and property development. Davao City has a land area of 244,000 hectares and located in the island of Mindanao. The city serves as the main trade, commerce, and industry and the regional center for Davao Region.

**Project Responsibilities:**

**Drainage Construction Division and Task Force on Drainage Committee:**

* Investigate flooded areas, evaluate existing drainage structures; perform hydraulic design calculation, prepare recommendation and cost estimate.
* Monitor the construction of drainage projects and prepare regular progress reports.

**Maintenance Division:**

* Conduct site inspections; assess flooded areas; prepare hydraulic design calculation & submit investigation report.
* Evaluate the drainage clearance applications on proposed land development as required before issuance of the Environmental Compliance Certificate.

**Office of the City Engineer & Building Official:**

* Evaluate and check plans, a program of works and detailed cost estimates of various projects prepared by the Planning & Design Division; examine quantities, costing & specification before final signature of the City Engineer.

**Planning, Programming and Design Division:**

* Conduct site inspections of government various projects: buildings, roads, sewerage, drainage and flood control.
* Prepare a program of works & detailed cost estimates of buildings, roads, sewerage, drainage and flood control.
* Assess and perform cost estimation of proposed projects for funding.
* **Position: Civil Engineer**
* **Company: JT BUILDERS AND CONTRACTORS**
* **Project: Private Vertical Projects, Davao City, Philippines**
* **Duration: September 1988 to July 1996**

**Project Description**: JT Builders and Contractors was a private contracting firm that constructed various residential and commercial buildings.

**Project Responsibilities:**

* Conduct site inspection and assessment for incoming various projects: residential, hotel and commercial buildings.
* Prepare a program of works and detailed cost estimates for residential and commercial projects.
* Check plans, estimates and specifications of projects before incorporation to work.
* Monitor on-going projects and make regular progress accomplishment reports.
* Verify available construction resources, purchase materials and check material deliveries.
* Prepare and submit financial status of the project to the Project Manager.
* Prepare payroll of workers; assist in bank transactions and perform miscellaneous office works.

**SEMINAR AND TRAININGS ATTENDED:**

* The Importance of Financial Analysis for Quantity Surveyors (PICQS) – June 15, 2017
* Construction Project Management and Effective Contract Administration (PICQS) – April 27, 2017
* Effective Post Contract Administration: Philippine Institute of Chartered Quantity Surveyors (PICQS) – Aug 2015
* Contractual Risks and Insurances in Construction: PICQS – June 2015
* Preliminary Estimating and Cost Planning of the Building: PICQS – April 2015
* Planning Our Futures - Practices and Protocols for Successful Project Delivery : PICQS – October 2014
* Commercial Management of Construction: PICQS, Qatar – June 2014
* Construction Insurances and Bonds: PICQS, Qatar – May 2014
* Whole Life Cycle Costing: PICQS, Qatar – March 2014
* Extension of Time/Delay Analysis: PICQS, Qatar – August 2013
* Contract Practice and Contract Administration: PICQS, Qatar – February 2013
* Mandatory Competencies & Guidance & Mentoring Program, P3T Programs: PICQS, Qatar – November 2012
* Online Courses at Parsons University on Occupational Safety and Health Administration (OSHA) – 10 Hour Construction Outreach Training Course v2: done at Doha, Qatar (January 2012)

**Nationality/ Sex/ Civil Status:**

Filipino/ Female/ Married

**Language and Degree of Proficiency:**

English, Filipino, Visayan (Fluent)