Curriculum Vitae



Adeline

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#### SUMMARY OF QUALIFICATIONS

* 16 years of challenging and high skills in the field of construction/civil engineering/administrative works, maintaining accurate electronic documentation as per management procedure, manage all project documents (incoming/outgoing/correspondence), controls computer-based records (client/consultant/sub-contractor), preparation for Tender submissions and provide technical support and assistance. High computer skills in MS Windows, browsing the internet, electronic mail and standard Microsoft Office (MS Access, Word & Excel, Power point, Auto CADD-Plotting) and other general office equipment. Moderate knowledge in Aconex system.

#### WORK EXPERIENCES

# *Company:* FORCE 10 U.A.E. LLC. July 24, 2010 – September 26, 2016

 *4th Floor, Abu Dhabi Cooperative Stores Bldg., Zayed 1st Street, Abu Dhabi, U.A.E.*

***Job Title: Senior Document Controller***

**Nature of Work & Job Scale**

# Major Functions

* Assisting our General Manager and Senior Engineers in Estimation Department under Contracting Division, for all documents needed related to the projects.
* Assigned in Estimation department to establish and maintain accurate documentation (electronic and hard copy) as per management procedure for all projects and Tenders.
* Controls, maintains and updates the database system for logging of entire correspondence/incoming/outgoing documents (computerized and hard copy) for all projects.
* Maintains an established data distribution system.
* Maintains and updates computer-based record of client, consultants, subcontractors and contacts.
* Prepares inquiries, collate quotations and other related documents for all project.
* Prepares Technical submission for Tender projects.
* Prepares Company Pre-qualification for Tender submission.
* Assists the Sr. Estimation engineers for preparation of tender submissions as per required.
* Assists the Sr. Estimation engineers for preparation of any correspondence/subcontract project documents for all subcontractors.
* Prepares / supervise the status of Letter of Award/Sub-Contract Agreements/Letter of Intent for sub-contractors to all projects awarded.
* Supervised/updates project status report under tender, submitted tenders and projects in hand.
* Correlating information relating to projects and proposal records.
* Comply with project document control procedures as per ISO.

# *Company:* THERMO L.L.C. May 13, 2008 – October 2009

 *Bin Hayay, Al Mansoury Bldg. Zayed 1st, Abudhabi, U.A.E.*

**Projects: Shams Gate District Towers 3 to 8 at Al Reem Island, Abu Dhabi, U.A.E.**

**Al Zeina at Al Raha Beach Development, Abu Dhabi, U.A.E.**

 **Bridgeway Mixed Development, Abu Dhabi, U.A.E.**

***Job Title: Secretary***

**Job Function**

Handle all the Secretarial / Documentation work related to the project.

**Nature of Work & Job Scale**

**Major Functions**

* Controls and maintains the entire MEP correspondence at the project.
* Maintain a computer-based record of all incoming and outgoing correspondence.
* Assist the Project Manager/Head of Department in preparation of all documents.
* Answering and handling telephone calls.
* Filling and logging all the project documents directed by the Project Manager.
* Forwarding all official incoming mails/letters to the concerned Managers / Engineers.
* Controlling all technical documents. Manage the documentation through easy tracking system.
* Day to day coordination with the project manager/head of department.

**Specific Responsibilities**

* Routing all documents received effectively and with no undue delays.
* Typing letters, faxes and general correspondences as required.
* Sending and receiving faxes on behalf of Head office personnel.
* Deal with any pending or junk mail received on a monthly basis.
* Generate any project-specific reports as required by the Project Manager/Head of Department. Prepare progress reports for Inspection Requests, Material Inspection Requests, Non Conformance Reports, Quality Observation Reports & Site Instructions and weekly and monthly basis for meetings.
* Updating the tracking log of flow sheets as and when the approved drawings are received from main contractor.
* Update the tracking log of the Technical Submittals.
* All records must be legible, dated identifiable and traceable to the activities involved. They must be stored and maintained in such a way that they are readily retrievable and protected against damage, deterioration or loss.
* Records must also be kept in electronic format. Data integrity and security including back-up data must be ensured.
* Provide feedback and assist the Project Manager/Head of Department in preparation of weekly/monthly reports.

***Other Experiences (HR Dept.) under Thermo LLC. Dec. 24, 2008 – May 14, 2009***

* Assigned in Human Resources Department for 5 months and responsible for encoding, updating and maintaining the computer based record of all labors for monthly time card, daily, weekly & monthly Manpower Report and also maintain assigned site project of each labor.
* Prepares and maintains documents needed for renewal and application of residence visa.
* Coordinates in site offices regarding labors concern.
* Prepares monthly labor salary.

# *Company:* HAUSKON HOMES April 1994-August 2002

#555 Governors Drive, Langkaan 1, Dasmariñas, Cavite, Phils*.*

***Job Title: Documentation Officer***

**Duties and Responsibilities**

* Qualifies buyer(s)/borrower(s)
* Conducting final interview
* Evaluation and collation of loan documents
* Processing of loan
* Prepares letters, memos and weekly report
* Creates presentation chart, monthly inventories and construction report.
* Conducting site orientation and seminars.

# *Company:* EMILIO AGUINALDO COLLEGE Sept. 22, 1993 – Mar. 28, 1994

**Taft Avenue, Manila, Philippines**

## Job Title: Clerk/Typist

### Duties and Responsibilities

* Prepares weekly report for College of Respiratory Therapy and Medical Technology department
* Maintains files such as records, grades and reports.
* Encoding of grades in the Office of the Registrar
* Coordinates with other department

# *Company:* POWERLAND REALTY Dec. 1992 – July 1993

**Mandaluyong City, Manila, Philippines**

## Job Title: Marketing Assistant

### Duties and Responsibilities

* Assist and coordinates with buyer(s)/borrower(s) and agents
* Evaluates, collates and process loan documents
* Conducting preliminary interview
* Conducting site-orientation

#### SEMINAR ATTENDED:

* **Aconex System - July 2008 – Venue: Al Raha Beach Development, Abu Dhabi, U.A.E.**

#### EDUCATION

**Title/Degree School/College/University Years of Study**

**Bachelor of Science in** **Philippine Christian University** 1988-1992

**Computer Science (BSCS)** Taft Avenue, Manila, Philippines

**High School** Paranaque Municipal High School 1984-1988

 Dr. A. Santos Ave. Paranaque City, Philippines

**Elementary School** Paranaque Elementary School 1978-1984

 San Dionisio, Paranaque City, Philippines

I HEREBY certify that the above information is true and correct.