BREN

Bren.353433@2freemail.com

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| OBJECTIVE |

* To obtain a challenging position in a high quality engineering environment where my resourceful experience and academic skills will add value to organizational operations.

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| QUALIFICATIONS |

* Positive attitude towards work and great ability towards result oriented output
* Strong verbal and personal communication skills
* Tolerant and flexible, adjust to different situations
* Skilled at adapting modern technologies
* A proactive person, adaptive to change and a quick learner in terms of function, duties and responsibilities
* Ability to organize, prioritize and work under extreme work pressure, heavy work load and deadlines
* Proficient in use of Microsoft Word, Excel and Power Point

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| EXPERIENCE |

* **Makati Development Corporation**, *Philippines*

(March 2013 – December 2016)

**Document Controller**

* Develop and implement processes related to document control and management.
* Checking quality of documents.
* Monitoring processes.
* Producing listings.
* Setting up project filing systems.
* Teaming up with the other documentation groups.
* Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
* Input document data into the standard registers ensuring that the information is accurate and up to date.
* Generate the various document control reports as required.
* Typing of site documents, and follow up all the site needs.
* Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable.
* Maintain updated records of all approved documents and drawings and their distribution clearly.
* Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
* Maintain the files and control logs as required by the project.
* **JAC Ventures**, *Philippines*

(January 2012 – February 2013)

**Office Admin**

* Coordinating with the management and the staff.
* Looking after the requirements of each department.
* Keeping a close watch on all the duties being performed by each department.
* Reporting about the office to the General Manager.
* Preparing a daily report about the offices.
* Looking after the budgets of each department.
* Keeping a watch on all the office supplies and replenishing the stock with new thing as they run out.
* Should know about the workings of each department so if any head is missing, they can assume their duties of the day.
* Evaluating the staff members during the staff performance appraisals.
* Design and implement budget for different departments.
* Delegation of responsibilities to the other staff members.
* Implementing filing systems for the office.
* Giving suggestions to the management on the overall functioning of the office.
* Conducting meetings with the employees where they can voice their grievances.

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| EDUCATION |

* Tertiary: Far Eastern University – Institute of Technology

(2007-2011) *Sampaloc, Manila, Philippines*

 B.S. Civil Engineering

* Secondary: I.S. Monessori

(2003-2007) *Bocaue, Bulacan, Philippines*

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| TRAININGS AND CERTIFICATION |

* Construction Occupational Safety and Health Synerquest Management Consultancy Services Inc.

(August 24-28, 2015) *Batasan Hills, Quezon City, Philippines*

* Basic Life Support – Adult CPR Training Philippine Red Cross

(March 5, 2016) *Amaia Skies Cubao, Quezon City, Philippines*

* First Aid Training Philippine Red Cross

(March 6, 2016) *Amaia Skies Cubao, Quezon City, Philippines*

* Collapse Structure Search and Rescue Emergency Rescue Association

(June 20, 2016) *Amaia Skies Shaw, Mandaluyong, Philippines*

* Basic Fire Fighting EHS Department

(June 22, 2016) *Amaia Skies Shaw, Mandaluyong, Philippines*

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| PERSONAL INFORMATION |

* Nationality: Filipino
* Place of Birth: Marilao, Bulacan, Philippines
* Date of Birth: April 22, 1991
* Age: 25 years old
* Civil Status: Single
* Visa Status: Visit Visa