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| **Name:** | Iris |
| **Contact Details:** | Email: [iris.354315@2freemail.com](mailto:iris.354315@2freemail.com) |
| **Present Position:** | Document Controller / Project Secretary |
| **Nationality:** | Filipino |  |
| **Education:** | Bachelor of Arts in Mass Communications  Saint Louis University |
| **Qualifications:** | Secretary and Document Controller with 10 years’ UAE experience in Construction industry. I have gained experience in different fields, fast learner, trustworthy and hardworking individual.  I have demonstrated proficiency in all core office administration functions, including document preparations, internal / external communications, data and records management, and task prioritization. In summation, I can manage the office with very minimal supervision, juggle multiple tasks effectively, and maintain confidentiality with highly sensitive materials and matters.  Proficient in MS Office – Word, Excel, Power Point, and Outlook, works with a minimal supervision and multi- tasking.  Proficient in the use of Aconex document control platform. |
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**PROFESSIONAL EXPERIENCE**

**KEO International Consultants, Abu Dhabi UAE | Web:** [**www.keoic.com**](http://www.keoic.com)

KEO is one of the largest AEP/PMCM firms and have consistently ranked in ENR in the top 200 International Design Firms as well as Top 20 International PM rankings 2004-2010. BD World recently ranked KEO #38 in the Top 100 Architects in the world.

**Secretary / Document Controller, (March 2011 – *Present*)**

To assist with the provision of a successful and proactive administrative function as part of the Site Supervision, Design Management and Project Management Team.

* Performing executive and administrative support duties for Project Management and Construction Management team that are highly sensitive and confidential.
* Planning and coordinating arrangements for professional meetings
* Coordinating in office management related activities for executives
* Composing memoranda and correspondences
* Taking and transcribing dictation on confidential and technical matters from the executive or administrator. Reading and screening incoming reports and correspondence; making preliminary assessment and organizing documents.
* Compiling, assimilating, and preparing sensitive and confidential documents.
* Reviewing, proofreading, and editing documents developed for the signature of administrator or executive.
* Coordinating and facilitating the executive or administrator’s calendar to arrange meetings, appointments
* Making travel arrangements, preparing itineraries, preparing, compiling, and maintaining travel records and vouchers.
* Recommending actions to be carried on office expenditures like supply and equipment need
* Prepares Monthly Invoices, Presentations and Reports
* Liaising with members of staff in other departments or external contacts.
* Liaising with Contractors for tenders and quotations.
* Liaising directly with clients
* Handles Aconex on a daily basis
* Generate reports of overdue work flows and follow up with the concerned discipline/team.
* Review and evaluate the project environment and existing document management processes.
* Identify documentation interfaces between the Client and the other project participants.
* Carry out the design and development of project document control systems.
* Prepare specific work instructions adapted to the particular requirements of the project.
* Establish control and check points to allow for continuous monitoring of procedure implementation.
* Enforce approved document control procedures across the project organization and the interfaces with the other project participants.
* Attend to non-conformances by liaising with the concerned discipline or project participant and raising non-conformance report where required.
* Continuously identify opportunities of enhancements in the document control processes.
* Developing and maintaining open communications and positive working relationships with all project participants providing advice and support when required.
* Efficient document control is a fundamental aspect in ISO Certification for Quality Assurance purposes.

Project: **Louvre, Abu Dhabi UAE – February 2016 – Present**

Web:http://louvreabudhabi.ae

The Louvre Abu Dhabi is located in the Cultural District of Saadiyat Island, Abu Dhabi, UAE.

Designed by Pritzker Prize winning architect Jean Nouvel and located in Saadiyat Island’s Cultural District, the Louvre Abu Dhabi will be a universal museum housed in a museum city sheltered by a 180m geometric lace dome. With a built up area of approximately 64,000 square meters, the museum will include over 9,200 square meters of art galleries under the following categories:

1. Permanent Galleries
2. Temporary Exhibitions Gallery
3. Children’s Museum

The museum is being developed by TDIC with the expertise of Agence France-Museums and in partnership with the Musee du Louvre. TDIC have engaged the services of Turner Construction as the Employer’s Representative. Ateliers Jean Nouvel are the architects and BuroHappold are the engineering consultants. The construction contract has been awarded to ASO Louvre JV, a joint venture between Arabtec, San Jose Constructora and Oger Abu Dhabi.

KEO International Consultants have been engaged by Ateliers Jean Nouvel as the Supervising Architect.

Project: **PRFD C392, Abu Dhabi UAE – (March 2014 to January 2016)**

The scope of the works for the Project comprises the construction of Garden, Civil, Architectural, Mechanical & Electrical works for the executions of Contract 392-Build 4 Parks in MBZ Phase 1 including public garden of size approx. 19,662.65 m2, supply and planting, ground covers, lawn, supply & installation of concrete paving blocks, surface finishes, EPDM resilient flooring, shade structure(04), Pergola(05), play system & equipment (08), Feature walls, Water feature, Multipurpose sand pitch, Multipurpose court, jogging track, electrical landscape lightings. Supply & installation of HDPE irrigation main line, valve chambers, irrigation lateral pipeline, subsurface drainage lines, supply & installation of DI pipe, MDPE water service, construction of 1 irrigation reservoir, Public Toilet, Guard House, irrigation pumping station.

Project: **Cleveland Clinic, Abu Dhabi UAE – (May 2012 to March 2014)**

This project comprises the construction of 360 Bed Inpatient Hospital (with MEP provision to expand to 490 beds), 324 Exam Room Clink Building, includes Public & Retail space, 3177 parking structure with lid, central utilities plant, total site Area = 93,566m2 (23.1 Acers). This Hospital will set a new benchmark in medical facilities around the work with its ‘7 Star’ service and quality. The contract value of this project is $ 4 billion.

Project: **Falcon’s Eye – April 2012to May 2012**

The Falcon Eye system covers the capital’s main and surrounding islands, international airport and theBaniYas and Mussaffah areas with surveillance cameras installed on roads and buildings.

Project: **Saadiyat Beach Villa Project – March 2011 to June 2012**

The scope of works for this project comprises construction, completion and handover of fully functional 344 Villas and 10 Mock-up Villas comprising 'Street of Dreams'. The villas are classified into three styles namely Mediterranean, Arabian and contemporary. Further, the villas are classified by the level of finish into Standard/Townhouses and upgrade 1 (Executive) and upgrade 2 (Premium).

**GA Architect and Engineers, Abu Dhabi UAE**

GA Architects & Engineers is one of the leading Architectural and Engineering firms in the U.A.E., evidently through the wide range of successful, handed over projects in the last 45 years.

**Secretary / Administrator, (March 2008 – January 2011)**

To assist with the provision of a successful and proactive administrative function as part of the Site Supervision, Design Management and Project Management Team

* Responsible in maintaining office procedures.
* Responsible in record keeping.
* Responsible performing filing, business correspondences and other related administrative tasks.
* Responsible in communicating with others, assimilating and understanding information in a manner consistent with the essential job functions.
* Performs other duties / tasks as may be assigned.

**Investment Processing Department,** *Philippines*

**Department Secretary,**2003 – 2007

* Responsible in maintaining Manager’s appointments and schedules,
* Responsible in ensuring proper flow of correspondences and other pertinent office documents.
* Responsible in preparing IPD staff meeting agenda and minutes for proper dissemination among the team.
* Responsible in assisting investors visit such as hotel, restaurant and conference room reservations, etc…
* Responsible in providing complete copies of checklists and executive summaries to the Manager and Division Chief prior to Board presentation.
* Performs other duties / tasks as may be assigned.

**Ocampo’s Mall,** *Philippines*

**Events Coordinator,** *August – December 2002*

* Responsible in conceptualizing promotional events during special occasions and holidays.
* Responsible in coordinating with key personnel with the preparation of the event.
* Responsible in scouting for talents, performers and other technical requirements for the show.
* Responsible in soliciting sponsorships to help promote the show and make the show a success.
* Performs other duties / tasks as may be assigned.

**Subic Bay Science and Technology Centre,** *Philippines*

**Volunteer Teacher Guide,** *January – July 2002*

* Responsible in facilitating students and guests during educational trips by explaining to them the exhibits, answering questions and other concerns.
* Responsible in researching additional information, trivia via Internet, books and other printed materials.
* Responsible in collaborating with the conceptualization of designs and contents of the tickets, flyers and other campaign tools to promote SBSTC.
* Performs other duties / tasks as may be assigned.

**TanghalangSining 2001,** *Philippines*

**Volunteer Production Assistant,** *August – December 2001*

* Responsible in collaborating efforts for the over-all promotion and implementation of the shows and projects of SuBAC from conceptualization of ideas, scouting for resources and sponsors, distributing of flyers and other ad campaigns, to selling of tickets, coordinating with the rest of the team to ensure the success of all projects undertaken.
* Performs other duties / tasks as may be assigned.

**Employment History**

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| 2011- Present | KEO International Consultants, Abu Dhabi, UAE   * **Louvre** * **PRFD C392** * **Cleveland Clinic** * **Falcon’s Eye** * **Saadiyat Beach Villa Project** |
| 2008 – 2011 | GA Architects and Engineers, Abu Dhabi UAE |
| 2003 – 2007 | Investment Processing Department,Philippines |
| 2002 – 2002 | Ocampo’s Mall, Philippines |
| 2002 – 2002 | Subic Bay Science and Technology Centre, Philippines |
| 2001 – 2002 | TanghalangSining 2001, Philippines |
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**Personal Information**

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| Gender | Female |
| Nationality | Filipino |
| Civil Status | Single |