***Position Desired:*** *Quantity Surveyor*

***Personal Data:***

*Age: 27*

*Date of Birth: 08-29-1990*

*Gender: Female*

*Civil Status: Single*

*Height: 5’4”*

*Weight: 55 kg.*

*Religion: Roman Catholic*

*Nationality: Filipino*

*Language:English/Tagalog*

*Tourist Visa Expiration :01-23-18*

*Notice Period: Immediately*

***Educational Background:***

***Bataan Peninsula State University***

*Balanga Bataan, Philippines*

***Bachelor of Science in Civil******Engineering***

*2007-2012*

***Morong National High School***

*Morong, Bataan, Philippines*

*Secondary Level*

*2003-2007*

***Nagbalayong Elementary School***

*Nagbalayong, Morong, Bataan, Philippines*

*Elementary Level*

*1997-2003*



**Shadel**

Email add: [**Shadel.374352@2freemail.com**](mailto:Shadel.374352@2freemail.com)

**CAREER OBJECTIVE**

To be able to work on a company that would cater my capabilities as a Licensed Professional Civil Engineer and to acquire new knowledge and skills in related field and to seek enhancement for the betterment of my career as well as for the optimum benefit of the organization.

**SUMMARY OF QUALIFICATIONS**

* Licensed Professional Civil Engineer with 5 years experienced working in Construction Company.
* Experienced in managing and monitoring construction works.
* Knowledge in QA/QC and Quantity Surveying Works
* Knowledge in STAAD Pro v8i and AutoCAD
* Computer Literate (MS Word, Excel & PowerPoint)
* Good organizational and time management skills
* Willingness in learning new ideas and can work overtime

**WORK EXPERIENCES**

**FIELD ENGINEER**

***Makati Development Corporation***

*January 21, 2015 to October 14, 2017*

**List of Projects Handled:**

**Anvaya Cove Project**

Multi-Dwelling Unit Phase2 & 3 (9-Two Storey Residential)

Sea Breeze Veranda Bldg. D (7 Storey Mid-Rise Building)

South Coast (Land Development Works)

Infrastructure Works

**Duties and Responsibilities:**

* Supervises all related work activities and assigned tasks being done on site based on submitted and approved Work Sequence and Methodology
* Interprets and executes plans and specifications
* Checks work design and technical specifications if implemented correctly on site
* Resolves the cause of delay in target schedule and problems related to work activity.
* Coordinates and monitors sub-contractors works on proper execution and compliance to Quality plan.
* Furnishes subcontractors the plans/details needed as well informing them of the changes or additive/deductive work on site.
* Evaluates and checks work accomplishments versus submitted billings.
* Coordinates the requisition, issuances and timely delivery of required materials on site.
* Insures that all materials to be installed comply with the approved submittals and tests.
* Prepares the work activity reports for monitoring and update of Superintendent

***Organizations:***

*Philippine Institute of Civil Engineers-Bataan Chapter*

***Seminars and Trainings:***

***Lean Six Sigma Yellow Belt Training***

*Makati Development Corporation Head Office*

*July 19, 2016*

***STAAD PRO v8i***

*Microcadd Institute Inc. San Fernando Pampanga*

*May 29, 2016*

***Construction Occupational Safety and Health Training Course***

*Anvaya Cove Project-Training Room Morong, Bataan*

*April 15-16 &21-22, 2016*

***Safety Program Audit Training Course***

*MDC Training Room Vertis North Project EDSA Diliman, Quezon City January 29-30 & February 5-6, 2016*

***Earthquake and Fire Prevention Seminar and Drill***

*MDC, Morong, Bataan*

*May 31, 2013*

* Implements all environmental, health and safety rules as well as security regulations within his area of assignment.

**QUANTITY SURVEYOR**

***Makati Development Corporation***

*January 21, 2014 to January 20, 2015*

**List of Projects Handled:**

**Anvaya Cove Project**

Sea Breeze Verandas Bldg. A, B and C

Golf Clubhouse and Sports Center

**Duties and Responsibilities:**

* Prepare Bill of Quantities and cost all the quantities therein for the approval of Unit Head
* Detailed measurement take off
* Obtain accurate Quantity take-off for scope of works as per assignment
* Prepare site measurements and percent accomplishment
* Evaluate Sub-contractor’s Proposal for the said scope of work and various Change Orders.
* Prepare Cost Proposal for Change Orders & reconciliate with Client’s Quantity Surveyor
* Prepare OPB and check completeness of the attachment being request for approval of Operating Budget

**TECHNICAL ASSISTANT**

***Makati Development Corporation***

*December 18, 2012 to January 20, 2014*

**List of Projects Handled:**

**Anvaya Cove Project**

Sea Breeze Verandas Bldg. A, B and C

Golf Clubhouse and Sports Center

South Park 1

**Duties and Responsibilities:**

* Handle logistical activities of various technical matters such as design and procurement
* Provide technical data that may be required by the operating units
* Maintain and update records of the project for reference and monitoring
* Prepare correspondences and minutes of the meeting
* Ensure the implementation of the quality plans and objectives of the operating units
* Check completeness of the attachment of Subcontractor’s Billing for evaluation and processing.