Rudilon

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**CAREER SUMMARY**

Overall 18+ year work experience. As Senior Project / Operations Coordinator with 12+ years of experience overseeing projects from initiation to completion in civil and oil & gas industries. Projects handled local and international. Minimizes workflow obstacles, conserves resources and motivates teams to deliver quality outcomes under budget and on time.

**CORE STRENGTHS**

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| * Microsoft Proficiency | * Photoshop | * Project Management | * Self-motivated |
| * Client Relationships | * Adobe Acrobat | * Customer Analysis | * Stress resistant |

**Senior Project / Operations Coordinator**, 1/2010 to Current

**Megarme LLC - Member of Palfinger Group –** DUBAI U.A.E

* Maintains a high level of understanding of company standards, procedures, policies and guidelines.
* Assigned the project teams for the start of the new projects.
* Manage resources and information and assist with scheduling and planning meetings and project activities.
* Lead and support the project manager’s teams with the coordination of resources, equipment, meetings, and information.
* Organize projects, monitor projects plans, schedule, and work hours, on daily basis with the goal of getting them completed on timely manner and within budget.
* Assigned and coordinates quality auditors and coordinators activities and schedules.
* Facilitates and directs Quality Auditor meetings as required.
* Responsible for the project administration and the production of project documentation, e.g. project plans, resource planning, risk management, status reporting and financial planning.
* Develops quality audit schedule to be conducted throughout the year.
* Participates in Quality Coordinator meetings and facilitates Lessons Learned meetings as necessary.
* Maintains Lessons Learned database. Reviews Division Quality Manuals.
* Facilitates quality presentations as required.
* Participates in department and division standards meetings as required.
* Develops an understanding and knowledge of ISO Standards.
* Assists the Quality Manager with educating employees on the company quality program.
* Support management in implementing plans with a view to achieve goals successfully.
* Lead and support development of detailed budgets, work plans, forecasts and funding opportunities.
* Suggest and implement changes in work practices for better efficiency and quality.
* Use information to make positive changes, become more efficient, improve quality of service, maintain safety, and motivate workers to achieve consistently high standards.
* Analyzed job requests to support client distribution.
* Evaluated electronic communication to review job requests.
* Implemented deadlines management and managed applicant tracking system.
* Modified candidate statuses and executed candidate screenings.
* Conducted candidate interviews and supported travel arrangements.

**CLIENT HANDLED**

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| * Total ABK | * Dubai Airports | * Dragon Offshore |
| * GASCO | * Dubai Aluminum | * Rigmarine |
| * Al Makamin | * Raffles Dubai | * Maersk |
| * ZADCO-Zakum Development Company | * Burj Al Arab, | * Gulf Marine Services |
| * Enoc Processing Company LLC | * Jumeirah Properties | * Global Energy Group |
| * Lamprell Energy Limited | * Ferrari World | * Stock Copper Heat |
| * Dubai Drydocks World | * Zayed University | * Saipem |
| * Dolphin Energy | * Bunduq Offshore | * NOV-National Oilwell Varco |
| * Qatar Gas | * 3C Metal Middle East | * ADNEC |
| * Petrofac | * Dubai Petroleum | * National Drilling |
| * ADGAS | * Dubai Supply | * Noble Corporation |
| * Oxy Oman | * RAK Petroleum | * Top Oilfield, |
| * Oman LNG | * Six Contract | * World Crane Services |
| * Fairmont Dubai | * Grand Hyatt | * Laing O’rourke |
| * Al Habtoor Leighton | * Al Naboodah Contacting | * International Naval Works |

**Receptionist / Admin Assistant**, 2/2007 to 12/2009

**Megarme LLC –Member of Palfinger Group** Dubai, UAE

* Managing and disseminating quality information within an office.
* Answering phones, taking memos, recording minutes of the meeting and maintaining files.
* In charge of sending and receiving correspondence, as well as greeting clients and customers.
* Providing administrative and clerical support (mailing, scanning, and faxing, copying, filing).
* Maintaining electronic and/or hard copy filing system.
* Work with human resources to support for visa processing, health insurance and other administrative job.
* Running errands to post office, office supply store, etc.
* Scheduling and coordinating meetings, appointments, and travel arrangements for other professionals.
* Strictly adhering to office policies and procedures, especially regarding confidentiality.
* Acting as a point of contact for clients.
* Coordinating between professionals and departments.

**Personal Assistance to the Doctor / Dental Secretary**, 2/2004 to 10/2006

**Brual Dental Clinic –** Batangas, Philippines

* Acting as a first point of contact: dealing with correspondence and phone calls. Reminding the manager/executive of important tasks and deadlines
* Managing diaries and organizing meetings and appointments, often controlling access to the manager.
* Booking and arranging travel, transport and accommodation
* Organizing events and conferences
* Compiling and preparing reports, presentations and correspondence
* Managing databases and filing systems
* Implementing and maintaining procedures/administrative systems
* Liaising with staff, suppliers and clients

**QA/QC Loop Check Document Controller**, 4/2000 to 12/2003

**Foster Wheeler (Philippine) Corp. – Malampaya Oil Gas Projects -** Batangas, Philippines

* Prepare detailed system definitions and registered covering all system components within the scope of the dossiers.
* Responsible on checking/monitoring of loop dossiers and handling of documents and insert instrument test sheets to the respective loop dossiers.
* Review of loop package diagram and instrument certificate given by the Expatriates and QC engineers.
* Prepare loop dossiers and hand over to the inspector for check/review.
* Updating of file and encoding to the database and organizing the respective documents for electrical and instrument records.
* In-charge in the Control Room for coordinating to the Loop Check Team regarding the Outstanding Dossiers to be checks and tested.
* Responsible for the outgoing and incoming loop folders that had been accepted. Prepare daily reports for the accepted Dossier prior to the commissioning.

EDUCATION

**Bachelor’s Degree of Computer Science**

**Lyceum of Batangas, Philippines**