**EXPERTISE / SKILLS**

**Primavera P6**

**Construction Computer Software**

**(Candy CCS)**

**Microsoft Office**

**AutoCAD**

**Scheduling & Project Planning**

**Resource Loading for Individual**

**Projects**

**Extremely Organized**

**Self-motivated Resourceful Team Player Good Leadership Skill**

**EDUCATION**

**Bachelor of Science in Civil**

**Engineering**

**Mapua Institute of Technology**

**2008-2014**

**Our Lady of Carmel School**

**2004-2008**

***2nd Honorable Mention***

**Carretonan Elementary School 1998-2004**

***Class Valedictorian***

**LICENCES**

**Registered Civil Engineer**

**Professional Regulation Commission**

**December 2014**

**Registered Master Plumber**

**Professional Regulation Commission**

**February 2017**

JOCELYN



PLANNING ENGINEER

Jocelyn-394649@2freemail.com

PROFESSIONAL PROFILE

A highly talented and dedicated Planning Engineer seeking for a position where I could practice my skills and knowledge, and take on challenging, creative, and diversified projects. Capable of working independently with minimum supervision, and committed to providing high quality service to every project with focus on health, safety and environmental issues.

WORK EXPERIENCE

* **PLANNING ENGINEER**

Contracting company in Dubai, UAE

May 2017 – Present

**PROJECTS (DUBAI INTERNATIONAL AIRPORT):**

* + DP/INF/16C - South Runway Rehabilitation & Associated Works (Refurbishment of Taxiways)
	+ DP/INF/16B - South Runway Rehabilitation & Associated Works (Closure - Works within Runway Strip)
	+ DP/INF/16A - South Runway Rehabilitation & Associated Works (Pre-Closure - Works outside Runway Strip)
	+ SP330 - Support Facilities South Side Super Gate
	+ WO#001 - GSE Fuel Trucks Staging Area
	+ WO#009 - Widening of West GSE Road

**JOB ACCOUNTABILITIES:**

* Develop contract programs / baseline schedule and resourcing in conjunction with the Project Leads / Planning Manager / Commercial Department.
* Measure and monitor site progress, update schedules.
* Prepare and review weekly / monthly / quarterly reports and forecasts (Labor, Plant, Staff, and KPI).



**SEMINARS**

**&**

**TRAININGS**

**“SITE SAFETY ORIENTATION”**

**MDC - Philippines**

**July 2015**

**“CONSTRUCTION OCCUPATIONAL**

**SAFETY & HEALTH (COSH)”**

**Safeways Consultancy & Safety**

**Services - Philippines**

**September 2015**

**“TIME MANAGEMENT & STAYING FOCUSED”**

**Dovetail – Dubai, UAE**

**April 2018**

**“ECITB IHSP – ADVANCED &**

**SUPERVISOR COURSE”**

**Engineering Construction**

**Industry Training Board -**

**International Health &**

**Safety Passport**

**Dubai, UAE**

**April 2018**

**BASIC**

**INFORMATION**

**Age: 28**

**Birthday: August 20, 1991**

**Birth Address: Alabang**

**Muntinlupa, Philippines**

**Gender: Female**

**Civil Status: Single**

**Nationality: Filipino**

**Religion: Christian**

* + Assisting in claim preparation with detailed schedules, records, and analysis.
	+ Liaise with Planning Manager / Project Managers for the smooth functioning of planning function on sites.
	+ Prepare weekly look ahead to maintain objectives.
	+ Prepare Progress S-Curves, histograms, and graphical reports.
	+ Analyze gaps between the planned and actual progress and highlight the areas of concern which required action of the associate task member.
	+ Use critical path analysis to determine the vital key activities and their impact on the project completion date.
	+ Participate in project meetings and discussions with the Client / Consultant as required. Perform other duties and responsibilities as may be assigned from time to time.
* **ENGINEER II / SITE ENGINEER**

Department of Public Works & Highways (DPWH) Valenzuela Pumping Stations Project

May 2016 – May 2017

* **FIELD ENGINEER**

Makati Development Corporation (MDC) Circuit Mall & BPO1 Project

July 2015 – April 2016

REFERENCES

*I hereby certify that the above information are true and correct to the best of my knowledge and belief.*

**JOCLEYN**