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| **JENNIFER**  C:\Users\vernel\AppData\Local\Temp\Rar$DRa0.493\JENNIFER ILDEFONSO\Pictures\USA Visa Application photo\000_9196.JPG  eMAIL: [jennifer.354032@2freemail.com](mailto:jennifer.354032@2freemail.com)  **Position Desired:Senior Cost Control Specialist / Project Coordinator** |

##### Objective

Seeking a Project Management position in a dynamic organization, with the goal of utilizing my organizational, project management, planning, scheduling, technical and communications skills to the highest quality standards, and that offer opportunities beneficial for both the well-being of the company and for my personal development.

##### Personal Profile

A dedicated and motivated Project Coordinator of a prestigious Oil Company, National Oilwell Varco with excellent organizational, project management skills, administration and communication skills, with experience in providing consistent customer service, and ability to multi-task in a fast-paced environment.

##### Professional Experience and Significant Achievements

##### Project Coordinator/ Site Coordinator

Installation and Commissioning

Rig Systems - Offshore

National Oilwell Varco, Rig Solutions

Lamprell, Ajman Hamriyah Freezone/

Jebel Ali Freezone, Dubai

United Arab Emirates

October 15, 2013 – November 30, 2016

###### Project Management

1. Facilitate the coordination of the I&C Projects onsite activities, such as the preparationof weekly Time Summary/Manhour Reports to customer HSE and the Commissioningteam and the material receiving and monitoring inventory of parts.
2. Facilitate the coordination of logistics for the shipping import/export of equipmentsand materials required for the project activities.
3. Facilitate the Project Quarterly Milestone Invoicing to Project Management Center inHouston.
4. Prepare the Weekly Project Finance Cost Status Report for the Installation Manager
5. Prepare also the monthly Finance Cost Status Report for the I&C Finance Controller
6. Prepare also the draft of the I&C UAE Flowchart Process Operations for Finance andPurchasing submitted to Regional Finance Operations Manager for review.
7. Review and updates the Project Cost and Schedules Analysis and submit to Installation and Regional Manager and to Project Manager.

###### Invoicing & Purchasing

1. Prepare the Quarterly Milestone billing invoicing process to customer and the Project Management
2. Liase with the Engineering and Procurement team forthe order of materials required during the project operation.
3. Facilitate as Project Database Administrator to UAE onsite.
4. Prepare the Projects Budget Review Analysis and forecasting.

###### Project Supervision

1. Administer the Project onsite activities such as reports, finance coordination, purchasing,inventory, schedules, and some other Admin Activities.
2. Administer with the auditing of I&C Projects Budgets and Finance revenue and forecasting.
3. Act as coordinator support and management of Installation and Commissioning of multiple projects, budgeting, scheduling and control of MENA and Kazahkstan.

##### Assistant Field Service Coordinator

National Oilwell Varco

United Arab Emirates

Dec 08, 2007 – October 15, 2013

###### Customer Training

1. Facilitate the coordination with the Customers, Trainings Instructors, concerning the Training related activities, such hotels bookings, caterings, airline bookings, etc.
2. Monitors and keep Log all customer Training request and Service Engineers Schedules for Training.

###### Purchase Orders

1. Issue Purchase Orders for the Outstation Allowances, Overtimes, airtickets, and other expenses related to Field Service Activities.
2. Submit the Purchase Orders issued to Accounts Department for payments.
3. Photocopy and scan all P.O. issued for filing purposes.
4. Keep log all P.O. issued for monitoring record purposes

###### Invoices

1. Dispatch Invoices issued to clients for billings and collection.
2. Scan and copies all dispatch invoices for filing and record purpose.
3. Update the Project Job and P.O. Spreadsheets
4. Keep log all dispatch invoices for monitoring and record purpose.

* Coordinates the airline tickets and Hotel bookings of Service Engineers with travel agents and sponsoring companies of their Country of Destination.
* Maintain up-to-date the filing system both electronic and hard copies of the job files.
* Initiate the application of entry visa for the Service Engineers in coordination with the PRO and sponsoring company of their country destination.
* Initiate the application of work permit and Safety pass to ports for the Service Engineers.
* Maintain up-to-date Service Personnel Training files both electronic and hard copies.
* Monitor the Service Personnel’s, Visa log, passport, and gate passes validity.
* Facilitate the Expense Report submitted by the Service Engineer for auditing and P.O. Issuance.
* Keep log the Service Engineers Time Sheets in the Man-hour Log for record and monitoring purpose.
* Prepare Quotes for submission to the customer clients during the absence of Field Service Supervisor.
* Assist in dealing with clients and vendors in coordination with Service Engineers.
* Perform other assigned task

##### Administrative / Secretary

Gamma Line International, FZC

United Arab Emirates

December 08, 2006 – November 30, 2007

* Handled and controlled all aspects of incoming/outgoing communication and correspondences, including documents approval and request for comments lifecycle processes
* Prepare Business Correspondence such as Memoranda, Office Orders, Request for Appointments, etc.
* Responding to queries, call logging, liaising with various agencies, publishing memoranda, resolutions, notice of meetings, as well as making consistent follow-ups.
* Organized a filing system for all records, documents, and other materials, which enhanced records filing efficiency
* Filing, recording, and logging all outgoing and incoming documents.
* Assist in the preparation of quotations, Invoice, Delivery Receipts, etc.
* Prepare and updates database of personal profiles of company staff/employees.
* Processing all outgoing communications and documents in the form of emails, letters, couriers, post mails, or other forms of communications.
* Scheduling appointments, meetings, and other personal appearances of the General Manager.
* Updates directories of all company clients and important contact offices.
* Ensure the confidentiality of the company.

##### Executive Secretary

Philippine Society of Agricultural Engineers

Quezon City, Philippines

October 15, 2001 - May 31, 2006

* Handledand controlled all aspects of the PSAE incoming/outgoing communication and correspondences, including documents approval and request for commentslifecycle processes, responding to queries, call logging, liaising with various agencies, publishing memoranda, resolutions, notice of meetings, as well as making consistent follow-ups.
* Handled the preparation and publishing of the following documents as directed by the PSAE President:
* Convention reports, proceedings, annual accomplishment reports, minutes of all meetings, and preparing reports, accomplishments and presentations of the PSAE President.
* Organized a filing system for all records, documents, and other materials of the PSAE, which enhanced records filing efficiency
* Co-managed the preparation and coordination with various offices and agencies regarding hosting of the Annual PSAE National Convention events
* Delegated to encode and publish invitation letters, coordinate in the preparation of certificates and plaques for the event, consolidation and preparation of event materials, designing the souvenir program layout, advertisements, convention kits, proceedings, etc.
* Managed the expedition of office orders, travel orders, designations and appointments, and preparing Certificate of Appearances for those who made an official business with the office.
* Facilitated venues for the regular meetings and confirms the attendance of the officers and board of trustees, and acted as official representative of the PSAE during the meetings, forums, and other official invitations of the concerned agencies.
* Co-managed the preparation and presentation of financial reports of the Society in the monthly meetings.

##### Treasury Clerk

SM Supermarket (Megamall Branch)

Supervalue Incorporated

Mandaluyong City, Philippines

February 9, 2001 – July 9, 2001

* Handled the preparation of daily cash collection reports and accountabilityreceipts, inventory of daily cash receivables, daily cashiers loan and customer service assistance loans,
* Contributed in supporting cashiers in their money remittances and changes, supporting the Treasury Supervisor in preparing Treasury Monthly Report, and assisting in the preparation of (LBC) Left by Customer items for transmittal.
* Served to perform other tasks which may be assigned from time to time.

##### Science Research Assistant

Research Extension and Training

CENTRAL LUZON STATE UNIVERSITY

Nueva Ecija, Philippines

Dec. 01, 1998-Oct. 15, 2000

**Project Title:** Socio-Economic Assessment on Tomato Production in Pangasinan

**Lead Agency**: DA-BAR, UPLB

**Coordinating Agency**: CLSU

**Duration of the Project**: June 26, 2000-Oct. 15, 2000

* Participated in large team conducting researches of related literatures concerning tomato production and marketing in Pangasinan, and conducting a survey of tomato growers and traders in Nueva Ecija and Pangasinan.
* Oversaw the collection, compilation, and summarizing of data and statistics gathered on tomato production and marketing in Nueva Ecija and Pangasinan.
* Contributed to development efforts in the evaluation, statistical analysis, preparation and presentation of research reports.
* Served to perform other tasks and duties.

##### Clerk

Research and Training Administration

Central Luzon State University

Nueva Ecijja, Philippines

August 1, 1999- May 31, 2000

* Handled the preparation of Purchase Orders, RIVs, TEVs, ITs, and vouchers.
* Handled all aspects in the preparation of notices of designations for project and program leaders, and organizing list of designations for evaluation.
* Contributed in supporting the Accounting Clerk in preparing various documents as well as executing other support functions assigned to me.

##### Science Research Assistant(RACO-WRMP)

Research Extension and Training Administration (RET)

Central Luzon State University

Nueva Ecijja, Philippines

December 1, 1998-July 31, 1999

* Contributed in assisting the CLARRDEC Secretariat in preparing research proceedings during Agency-In-House Reviews, and Regional CLARRDEC Consortium/Symposiums.
* Handled the preparation of research highlights and other journals.
* Served as liaison staff to coordinate with the RACO Project Coordinator & CLARRDEC Secretariat regarding activities and projects.
* Served to perform other tasks and duties.

##### Trainee

Corn Trading Project

**CSF DEVELOPMENT CORPORATION**

Pangasinan, Philippines

November 17, 1997- May 30, 1998

* Handled processing ofagricultural loans applications.
* Provided support in preparing detailed Projected Income Analysis for the budgetary requirements of the corn trading projects, CSF Agriculture Income Generating Projects, and Agricultural Loan Projects.
* Handled various aspects on the coordination of agricultural loans granted to farmers, cooperators and clients, and preparing Corn Trading Stocks Inventory Reports.
* Served to performs others tasks to beassigned from time to time.

##### Education

##### GRADUATE STUDIES:

**Master in Business Administration – Project Management**

Chifley - Torrens University Australia

Laureate International Universities

2013 – 2016

###### Master of Science in AGRICULRURAL ECONOMICS

Central Luzon State University

Nueva Ecija, Philippines

1999 – 2000

###### Master of Science in Agricultural Engineering

Central Luzon State Unversity

Nueva Ecija, Philippines

2000 – 2001

###### College (1991 – 1996)

Bachelor of Science in Agricultural& Biosystems Engineering

Major: Soil and Water Management

Central Luzon State University

Nueva Ecija, Philippines

##### EXAMINATIONS TAKEN

1. Career Service Professional Examination (81.08%)

**Passed2nd Level Eligibility**

December 01, 1996.

1. Agricultural Engineering Licensure Examination 71.05%

**Licensed Agricultural Engineer (Passed)**

July 26-27, 2004.

##### ORGANIZATION AFFILIATED

1. Society of Agricultural Engineering Students – Philippine Society of Agricultural Engineers (SAGES-PSAE)
2. Christian Life Program (CLP) Singles for Christ
3. Philippine Society of Agricultural Engineers (PSAE)
4. Digerati Computer Club – Dubai, UA

##### PERSONAL INFORMATION

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| Nationality | Filipino |
| Age | 41 |
| Civil Status | Single |
| Sex | Female |
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