



# ANNA CHELZIA CABUNTOCAN

Civil Engineer

## CAREER PROFILE

The ability to work under minimum supervision and has a positive concept of teamwork as well. Flexibility to adjust to changing requirements, schedules, and priorities. Has a positive outlook towards mistakes and has a strong work ethic. Capable and adaptable in a challenging work environment.

## PERSONAL DETAILS

-  Mobile: +63 977 355 8430
-  Email: annachelzia@gmail.com
-  Address: #803 Sto. Rosario, Capas, Tarlac
-  Date of Birth: July 28, 1995
-  Age: 25 years old
-  Religion: Roman Catholic
-  Language: Tagalog and English

## RELEVANT WORK EXPERIENCE

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### Deputy Facility Manager

Philjaya Property Management Corporation (A subsidiary company of MTD Philippines, Inc.), July 2020 to Present

- Project: Property Management of Sports Facilities, National Government Administrative Center, New Clark City
- In-charge of the property management of Aquatics Center, Athletics Stadium, Site Development, River Park, and Athlete's Village.
- Making sure that all subcontractors are meeting their rectification timeline and defects liability period schedule within or above standards to be able to facilitate the seamless transition of total acceptance of the facilities from the contractors.
- Evaluating and approving special services and methodology.
- Overseeing and supervising maintenance personnel and over-all technical activities.
- Developed guidelines and checklists for every discipline to be able to work seamlessly and efficiently.
- Developed a schedule of routine activities of property maintenance and management personnel for billing and collection purposes.
- Preparing monthly activity reports for the overall technical performance of the property management team for billing and collection purposes.

### Junior Civil Engineer

Bandar Hebat Builders, Inc (Construction Arm of MTD Philippines, Inc.), June 2018 to June 2020

- Project: Construction of COVID-19 Mega Facilities, Government Office Building and Integrated Operations Center, New Clark City
- In-charge of the construction of COVID-19 Mega Facilities and Property, Operations, and Maintenance of COVID-19 Facilities.
- Overseeing and supervising maintenance personnel and over-all technical activities, as well as administrative activities.
- Preparing plans for the purchase of supplies, equipment, and services.

## SKILLS & INTEREST

- Technical and Mathematical Skills
- Problem Solving and Troubleshooting Skills
- Supervisory and Leadership Skills
- Written and Verbal Communication Skills

## TRAININGS & CERTIFICATES

Jul 2020

Elevator Operation, Basic Maintenance, and Rescue Training

Conducted by: IFE Elevators Philippines, Inc.

Oct 2019

Construction Management : Lessons Learned from New Clark City City

Project, Technical Forum, and Site Visit

Conducted by: Philippine Institute of Civil Engineers (East Metro Manila)

Jul – Aug 2019

Construction Occupational Safety and Health (COSH) for SO2 with 2-hour Training for Trainers (TOT)

Conducted by: Construction Safety Trainer and Consultant

Mar 2017

Paint Technology

Conducted by: Tarlac State University

Mar 2017

Retrofitting of Urban Drainage Towards Sustainable Drainage System

Conducted by: Tarlac State University

Nov 2016

PICE 42nd National Convention

SMX Convention Center SM Lanang

Premier, Davao

City

Dec 2015

PICE 41ST National Convention

SMX Bacolod Convention Center,

Bacolod City

- Reviewing and approving supplies' specifications and methodology
  - Evaluating and approving special services and procedures.
  - Managing inventories and maintaining accurate purchase and records.
  - Carefully tracked expenditures related to the over-all construction, operations, and maintenance of COVID-19 Mega Facilities.
  - Developed guidelines and checklists for every discipline to be able to work seamlessly and efficiently.
  - Developed schedule of routine activities of operations and maintenance personnel, as well as administrative staff for billing and collection purposes.
  - Preparing monthly activity reports for the overall technical performance of the operations and maintenance team for billing and collection purposes.
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- Project: Construction of National Government Administrative Center Phase 1, New Clark City
  - Making sure that all subcontractors are meeting their schedule within or above standards.
  - Undertaking technical surveys and feasibility studies including site investigation.
  - Give assistance in monitoring construction methodology, program works, and time management that ensures that the project runs smoothly and complies with legal requirements, especially health and safety.
  - Assessing the sustainability and environmental impact of the project.
  - Undertaking complex calculations and on-site troubleshooting to resolve construction design and development problems.
  - Conducting briefing presentations for high key and low key visitors of the updated accomplishments.
  - Prepare weekly and monthly reports for the consistency and recording of the project.
  - Attend corporate and technical meetings with regards to the project and future or incoming events.

## Quantity Surveyor

Floridablanca Construction and Development Corporation, November 2017 to April 2018

- Project: Construction of Marriott Hotel Tower 3, Clark Freeport Zone, Angeles City, Pampanga
- Carefully tracked expenditures related to the site activities.

## ACADEMIC BACKGROUND

Primary Level  
Montessori School of Saint Nicholas  
Capas, Tarlac

Secondary Level  
Wellspring Highschool  
Capas, Tarlac

Graduate School  
Tarlac State University  
Tarlac City

## CHARACTER REFERENCE

Admiral Miguel Jose S. Rodriguez  
General Manager / Project Director  
MTD Philippines, Inc.  
0917 814 6349  
mirod80@yahoo.com

Engr. Gil A. Talingdan  
Vice President of Operations /  
Engineering Department Head  
MTD Philippines, Inc.  
0932 848 5015  
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Mr. Jeam Espanta  
Business Development Manager /  
Marketing Director  
MTD Philippines, Inc.  
0999 887 1230  
jeam.espanta@gmail.com

- Ensured that all processes and methodologies were being implemented as efficiently as possible and on agreed specifications, budget, and timescales.
- Scheduling of materials and equipment purchases and deliveries.
- Compiling job and design specifications and tendering procedures.
- Remain available to address any design or construction problem.
- Developed project schedules and tracked the progress of each activity.
- Determining specific timelines and established short term goals for the project.
- Forecast, track, and monitor construction activities for the billing of each subcontractor.

## OTHER RELATED EXPERIENCE

### Intern Site Engineer

Tarlac City Water District / Prime Water, August 2016 to December 2016

- Project: Pipe Laying and Pump Inspection, Tarlac City
- Provided technical support for the engineering department, especially in the field.
- Scope of work includes estimation.

### Intern Site Engineer

LSD Construction and Supplies, Aug 2016 to Dec 2016

- Project: Construction and Maintenance of Bridges along National Road and Widening of Permanent Bridges to more than two lanes along Gerona Poblacion Road San Antonio, Gerona
- Provided technical support for the engineering department, especially in the field.
- Scope of work includes daily, weekly, and monthly written progress reports.

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



Anna Chelzia Cabuntocan  
Applicant