

PAULA EDITHA V. BUENAVENTURA

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CAREER OBJECTIVE

- To be able to work in the highly competitive and dynamic nature of the company.
- To be able to acquire greater technical, management and leadership skills, whichever is applicable, in the course of my training under your company.
- To be able to grow in and with the company, shaped by its exemplary work ethics, defined by its practices, for the mutual benefit of the company and employee.
- To be able to widen my knowledge in the field of Property Management and Engineering.

EDUCATIONAL BACKGROUND

TERTIARY
(2001 - 2008)

BS Civil Engineering
Adamson University
Ermita, Manila

SECONDARY
(1997-2001)

St. Mary's Academy
Sta. Ana, Manila

PERTINENT SKILLS

- Attention to details to ensure all specifications are met.
- Well-versed in MS Office Application: Word/Excel/PowerPoint
- Proficient in written and oral communication.
- Organization and time management to manage multiple tasks, sometimes multiple projects also.
- Problem solving abilities to correct any challenges or inefficiencies for the best results.
- Leadership and motivation to guide team members in making consistent progress.
- Goal setting to set realistic deadlines and strategize daily, weekly, monthly, and quarterly progress.

WORK-RELATED EXPERIENCE

May 2017 - Present

The Enterprise Center Condominium
Corporation (Shang Properties Inc.)
6766 Ayala Avenue corner Paseo de Roxas,
Makati City

Engineering Coordinator / OSH Document Controller

- Daily updating and monitoring of Work Order Request for Maintenance, Electrical, and other engineering concerns.

- ▣ Responsible for all Engineering Requisitions. (Preparation, Checking of Available/Allocated Budget, Approval, PO Issuance, Item Delivery and Activity completion.
- ▣ Assist procurement team with all necessary technical inputs to facilitate award of procurement and subcontract package.
- ▣ Coordinates with the duty engineers, vendors, and subcontractors with regards the workability and constructability of the project.
- ▣ Provide administrative support for Engineering department.
- ▣ Prepare and update the Engineering Monthly Report. Ensure that all Preventive Maintenance were performed properly and all equipments were properly check and evaluated.
- ▣ Ensure that all daily Engineering concerns were attended properly by the Duty Engineer and Technicians.
- ▣ Updating and monitoring of Marsh Audit Report, Electrical Audit Report, Mechanical Audit Report, Fire Life & Safety ITM (Inspection, Testing, and Maintenance) Report.
- ▣ Assist the Chief Engineer in the Annual Budget preparation. (CAPEX and OPEX)
- ▣ Lead and direct routine for Engineering division.

July 2013 – December 2016

Mohave Management and Consultancy Inc.
Unit 1503, 139 Corporate Center Building,
Valero St., Makati City

Engineering / Implementation Coordinator

- ▣ Accountable in completing and preparing Survey Package (Site Acquisition Report, Technical Site Survey Report, Site Pre-Validation, and Justification).
- ▣ Conduct site inspection and survey.
- ▣ Prepare and review project schedules and works with the contractors to assure the work is done properly and on time.
- ▣ Prepare the Purchase Request for Soil Test, Foundation Design/Structural Investigation, Site Materials.
- ▣ Responsible for the completion and approval of Detailed Design Drawing.
- ▣ Coordinate with the Site Engineers for the Site Status, Target Date of Completion, Material Request, and Site Budget.
- ▣ Arrange or organize for storage, handling and unloading of materials delivery and disposal.
- ▣ Prepares the Weekly, and Monthly report.
- ▣ Responsible for the Site Budget Request, Liquidation, and Cash Summary.
- ▣ Report directly to the Project Manager for the site status.
- ▣ Provides the client with legal documents as requested.
- ▣ Verifies that all site information is consistent throughout the Site Acquisition file documentation.

PROJECT: Bell Telecoms / San Miguel Corp.
PAMBATS SLZ

October 2012 – January 2014

Sungil Philippines Corp.
2nd Flr., T-Square Bldg., BF Homes,
Parañaque City

DOCUMENTATION / BILLING COORDINATOR

- ▣ Prepares the Daily, Weekly, and Monthly report.
- ▣ Responsible for the Certificate of Billing (COB) monitoring and Updates.
- ▣ Accountable in Completing, Preparing, and Approval of the Billing Folders for ROW, PAC, and FAC Documents.
- ▣ Responsible for the Site Budget Request, Liquidation, and Cash Summary.
- ▣ Responsible for the Purchase Order (P.O.) Request and Verification, Billing Invoice, and Sales Invoice.
- ▣ Responsible for the Power reimbursement and Supervised ROW Permitting.
- ▣ Coordinates with the Client regarding the issuance of Purchase Order, NTP, Site Access Pass, Project Status, Schedule of Survey, and Submission of Documents.
- ▣ Prepares the Budget Request for the Project.
- ▣ Check the Actual Expenses of the Site.
- ▣ Conduct site inspection and survey.

PROJECT: Globe Modernization Project Ph. 4 and Globe Nemesis
 Outside Plan (OSP)

March 2012 – September 2012

MAG Communications and Services
#06 Sampaguita St., Western Bicutan,
Taguig City

DOCUMENTATION / OFFICE ENGINEER

- ▣ Review and evaluate drawings, plans, and specifications of project.
- ▣ Accountable in Completing, Preparing, and Approval of the Technical Site Survey Report.
- ▣ Prepares all Outgoing Documents; Received and Checked Incoming Documents.
- ▣ Responsible for the Purchase Order (P.O.) Request, Billing Invoice, and Sales Invoice.
- ▣ Issuance of I.D. and Certificate of Employment for the Employees.
- ▣ Check and Verify the 201 Files of the Employees.
- ▣ Coordinates with the Client regarding the issuance of Purchase Order, NTP, Site Access Pass, Project Status, Schedule of Survey, and Submission of Documents.
- ▣ Prepares the Budget Request for the Project.
- ▣ Check the Actual Expenses of the Survey Team based on the Budget Request.
- ▣ Conduct site inspection and survey.

September 2011 – March 2012

Finmat International Resources, Inc.
#371 Dr. Sixto Ave., Caniogan,
Pasig City

OFFICE ENGINEER

- ▣ Prepares the Weekly Report (Weekly Accomplishment Graph, Weekly Accomplishment Report, Cumulative Accomplishment Report, Weekly Photos).
- ▣ Responsible for the Submittals to be approved by the Designer and Owner. (Samples, Shop Drawings, Company Profile (Subcon & Supplier), Submittal Transmittal, Request for Information,
- ▣ Concrete Pouring Request, Inspection Work Request, Test Reports.

- ▣ Prepares all Outgoing Documents; Received and Checked Incoming Documents.
- ▣ Progress Billing Preparation.
- ▣ Prepares the Payment Request of the Suppliers and Subcon.
- ▣ Issuance of I.D. and Certificate of Employment for the Workers (Construction Workers, Time Keeper, and Utility).
- ▣ Conducts Site Inspection and Monitoring.

PROJECT: Project Jupiter (PJ Lhuillier I.T. Building)
Construction of a 4-storey commercial building

November 2010 – June 2011

Living@Sense, Inc.
8003 Sta.Maria Drive, 4th st.,
Sta.Maria Industrial Estate,
Bagumbayan, Taguig City

IMPLEMENTATION ENGINEER (February 2011 – June 2011)

- ▣ Review and evaluate drawings, plans, and specifications of project.
- ▣ Accountable in completing and preparing Survey Package (Site Acquisition Report, Technical Site Survey Report, Site Pre-Validation, and Justification).
- ▣ Conduct site inspection and survey.

PROJECT: Bell Telecoms Phase 1 – FTK
Cebu & Bohol Area

SITE ACQUISITION SPECIALIST (November 2010 – February 2011)

- ▣ Responsible in acquiring the site for cell site construction.
- ▣ Gather the permits and other requirements for cell site construction.
- ▣ Review title reports to verify the correct ownership is represented on the lease agreement.
- ▣ Provides the client with legal documents as requested.
- ▣ Verifies that all site information is consistent throughout the Site Acquisition file documentation.

PROJECT: Bell Telecoms Phase 1
Cebu & Bohol Area

March 2010 – August 2010

Tracsom Builders Inc.
Unit 202, Skyway Twin Towers Condominium,
Oranbo, Pasig City

SITE ENGINEER

- ▣ Inspect the construction site and assure that it is done in full accordance with the plans and specifications.
- ▣ Orients the construction workers on a weekly basis for their PPE (Personal Protective Equipment). And make sure that the workers work at their optimum capacity.
- ▣ Explain issues to the workers, if there's a problem on site and with the management.
- ▣ Schedule the work on a weekly basis. Check the workers regularly if they're on their designated areas and if they're doing the job properly.
- ▣ Do the site reports monthly (pictures, accomplishments, materials, and other site issues).
- ▣ Order materials ahead of time to make sure that there's enough supply.
- ▣ Certifies that the materials are delivered properly. (Quantity and specifications of

materials).

PROJECTS

1. Mataas na Paaralang Neptali A. Gonzales (MPNAG)
Construction of a 4-storey school building with 36 classrooms
March 2010 – May 2010
2. Eulogio Rodriguez Integrated School (ERIS)
Construction of a 4-storey school building with 36 classrooms
May 2010 – August 2010
3. House of Representatives
Room renovation at South Wing
July 13–24, 2010
4. Isaac Lopez Integrated School (ILIS)
Demolition of a 2-storey building with 8 classrooms.
Site Engineer
August 2010

September 2009 – March 2010

LBS Construction & Development Corporation
2nd Flr. San Antonio Bldg., Del Monte Ave., cor.
Corumi St., Masambong, SFDM, Quezon City

FIELD ENGINEER

- ▣ Review and evaluate drawings, plans, and specifications of project.
- ▣ Accountable in completing and preparing documentation and pictures.
- ▣ Conduct Site Inspection and Survey.

PROJECT: Globe Telecoms Phase 14 & 16 – Civil Works
North & South Luzon Area

PERSONAL DATA

Age	:	36
Date of Birth	:	August 4, 1984
Place of Birth	:	Balanga, Bataan
Civil Status	:	Single
Height	:	5'4
Father's Name	:	Armando H. Buenaventura (Deceased)
Mother's Name	:	Editha V. Buenaventura

CHARACTER REFERENCE

AVAILABLE UPON REQUEST

This is to certify that the above information is true and correct to the best of my knowledge and belief.

Paula Editha V. Buenaventura