

Farrah M. Fernandez

Block 8 Lot 25 Ph 2 Camellia Street
Avida Residences Sta. Catalina, Salawag, Dasmariñas
(+63)9777190952
cosmo_epitaph@yahoo.com



EDUCATION

Certificate in N4-N5 Japanese

MGB-Saijou International Language Training Centre

October 2021 – March 2022

BS Psychology

University of Santo Tomas, Espana, Manila

2001 – 2005

High school Diploma

St. Joseph School, Tondo, Manila

1997 – 2001

WORK EXPERIENCES

Document Controller

Casas + Architects, Inc. Makati, Manila

January 2021 – Present

- Ensured all documents & drawing for Multiple Projects from Concept Design to Construction Administration are as up to date as possible within electronic filing systems via Aconex, Ms Sharepoint & Scenario Advantage
- Provided assistance to Architects Consultants in capturing, locating and requesting information from Consultants and Project Managers
- Process RFIs from Consultants to Project Management/Clients and maintain the a Monitoring/Tracking logs
- Managed all incoming documents for Project from Material submittals, RFIs, Shop drawing and distribute accurately and promptly to relevant Consultants for review and approval.

Document Controller

Prime Metro BMD Corp., Pasay, Manila

May 2019 – November 2020

- Provided assistance to Estimators for all ongoing tenders in capturing, locating and requesting information from Contractors, Sub Contractors & Clients.
- Responsible for receiving, distributing & uploading all the necessary documents on their respective folder in Sharepoint
- Maintained the hardcopy library for the original and revised tenders submitted
- Managed all incoming documents such as letters, Material submittal, QAQC submissions, RFI, Shop drawing and distribute accurately and promptly to relevant parties.
- Established and maintained a filing system, document register and record copies for Project, Commercial, Subcontractors documents.
- Proficient in Sharepoint and Scenario Advantage

Document Controller

Mundo Builders Inc., Makati, Manila

Oct 2017 – May 2019

Developed and maintained monitoring spreadsheet for all incoming, submitted, and reviewed documents for easy retrieval

- Provided assistance to Architects, Project Managers, Construction Managers, Engineers in capturing, locating and requesting information from Contractors, Sub Contractors and Clients.
- Ensured all documents & drawing are as up to date as possible within electronic filing systems via Aconex
- Processed and managed material purchase requisitions, request for quotations including ordering and communication of material delivery information to Project Manager and Construction Manager

Project Administrator

In Element Pte Ltd., Singapore, Singapore

Jul 2016 – Apr 2017

- Prepare permit to work documents & activate insurance for application of work permit to Building Management, and BCA etc. including necessary coordination to ensure approval to commence work
- Assist Project Officers in all documentation and administrative process (e.g. worker list, risk assessment, FSSD submission, single line drawing, As Built drawings, fitting out deposit etc. for F&B and Retail projects)
- Assist in preparing quotation, specification sheet, submission of samples
- Assist in all documentation and obtaining approval from consultant on M&E documents submission
- Liaise with designer, subcontractors and suppliers
- Assist in preparing quotation, specification sheet, obtaining of samples

Project Administrator

ADA Builders Pte Ltd., Singapore, Singapore

Aug 2014 – Jan 2016

- Prepare permit to work documents & activate insurance for application of work permit to Building Management, HDB, and BCA etc. Including necessary coordination to ensure approval to commence work
- Assist Project Officers in all documentation and record (e.g. worker list, risk assessment, fitting out deposit etc.)
- Liaise & coordinate with designer, subcontractors and suppliers with delivery of materials & installation of works
- Assist in preparing quotation, specification sheet, and submission of samples
- Assist in all documentation and obtaining approval from consultant for samples
- Prepare purchase order and coordinate delivery of materials, all documentations and invoices with supplier
- Consolidate As-Built drawings, Operation manual catalog, etc. for submission to Management for the refund of security/renovation deposit

Project Administrator

Comm Interior Pte Ltd., Singapore, Singapore

Nov 2011 – Jul 2014

- Support Project Managers in day-to-day activities/request
- Assist Project Managers to coordinate on-site appointment with the client, subcontractors, suppliers, etc.
- Process Project Quotations, Purchase Order, Project Requisition and follow-up on orders to ensure materials are delivered or installed according to project schedule (i.e. Carpentry, Hardware & Fit Out/Renovation Works Materials)
- Consolidate necessary documentation such as relevant risk assessment, supplier, vendor, NSC worker namelist, method of statements, training certificates & activate insurance for application of work permit to Building Management, HDB, and BCA etc. including necessary coordination to ensure approval to commence work
- Assist QS in obtaining Quotation & source for alternative material to match & reduce cost when necessary
- Process & control incoming & outgoing documents such as tender documents, transmittals, submittals, drawings etc.
- Compile As-Built drawings, Operation manual catalogues, Material finishes a list from Fit Out Work to MEP, etc. for project closure (OCBC, POSB, Maybank Projects)
- Coordinate with consultant and contractor to send and receive various reports, drawings, submittal and other outstanding issues (i.e. Fitting Out Deposit)
- Assist on General Administration & Finance Department if the need arise

Freelance Researcher (Home-Based)

Blockshopper, US Based Online Real Estate

June 2009 – June 2011

- Cross-check assigned leads on USA People Search to confirm home buyer & sellers' details match through search engine
- Verify real estate listing through Trulia, Zillow, Movoto or other third-party websites

Sales Coordinator

Sure Catch Pte Ltd., Singapore, Singapore

April 2010 – April 2011

- Prepared Order processing – Sales, Order, Customer Invoices, Delivery Order & Quotation and Issued Credit/Debit Notes using SQL program
- Ensured all sales orders are shipped and completed and followed up with customers accordingly
- Co-ordinated with warehouse/suppliers to arrange delivery/ shipment schedule
- Provided support to Sales & Operation & Product Development & Research Team
- Maintained close liaison with Sales Team and Retail customers in a day to day operation
- Well trained in printing barcode labels for different products including membership cards for customers

Customer Service Representative (Chat & Email)

IBM DAKSH BUSINESS PROCESS INC. Mandaluyong City

February 2007 – May 2009

- Managed customer interaction using e-mail letter writing and live chat
- Delivered an exceptional customer experience so that each customer query is resolved in one contact
- Understand the customer query, investigate and confirm understanding of requirements or problem and propose an effective solution general, technical, and administrative inquiries
- Duties included administrative tasks as assigned by the immediate supervisor