

## HETTY B. CABATINGAN

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**PRC License No.:** 0132157

**Date passed:** May 2014

### Objective:

- To secure a position in the company where my skills, courtesy and teamwork can be adequately use to provide excellent service.

### Personal Information:

Age	:	29 years old
Sex	:	Female
Date of Birth	:	October 18, 1992
Birthplace	:	Cebu City
Status	:	Single
Religion	:	Roman Catholic

### Work Experience:

#### On the job Training

<i>Company:</i>	Water Resources Center - Foundation, Inc., University of San Carlos
<i>Date:</i>	April-May 2013
<i>Address:</i>	Nasipit, Talamban, Cebu City
<i>Job Description:</i>	Office Engineer /Site Engineer

### Duties and Responsibilities:

- Estimates quantities of materials to be used.
- Prepares CAD drawings and the correct design of the piping system.
- Check the site and study the area to be design on.
- Estimates the overall cost of the design of the system.

## **Previous Job**

*Company:* Monolith Construction and Development Corporation  
*Date:* June 2014 – June 2015  
*Address:* The Mactan Newtown, Brgy. Mactan, Lapu-Lapu City, Cebu  
*Job Description:* Field/Operations Engineer

### Duties and Responsibilities:

- Supervises shotcrete works for monowall.
- Check the correct methodology of monowall before shotcrete works.
- Check the rebars before concrete pouring.
- Supervises concrete pouring.
- Monitors manpower and accomplishments.
- Checks layout, plumbness, and squareness of interior walls.
- Estimates area for budget making and volume for concrete.
- Handles billing evaluation, job orders, committed costs, and the like.
- Updates accomplishment reports based on site supervision.
- Provides solutions to certain site errors.
- Inspects the productivity in comparison between accomplishments and payroll.
- Prepares As-built plan and compare it to the As per plan.
- Monitors materials requested and tools needed at site.
- Handles turn over to the trade contractors and construction management team.
- Ensures safety measures among sub-contractors.
- Implements cleanliness at site.
- Ensures proper groove construction and sealant application.

## **Previous Job**

*Company:* Filinvest Land, Incorporated  
*Date:* August 2015 - June 2019  
*Address:* 2<sup>nd</sup> Floor Grand Cenia Residences, Archbishop Reyes, Cebu City  
*Job Description:* Project Engineer

### Duties and Responsibilities:

- Supervises all land development works (drainage system, road works, sewer system) and construction of medium rise buildings.
- Check the correct methodology of excavation works and backfilling works.
- Check and monitor the laying of rebars before concrete pouring (roads, drainage, sewer and buildings).

- Supervises concrete pouring.
- Supervises finishing and architectural works (tiling and painting works).
- Monitors accomplishments of the contractors.
- Checks punchlisted item of works for repairs.
- Handles billing evaluation, evaluate change orders and job orders.
- Prepares cost estimates and cost evaluation of additional works (change orders).
- Updates accomplishment reports based on site supervision.
- Provides solutions to certain site errors.
- Ensures proper implementation of Approved for Construction Plan at site.
- Handles turn over of project to the property management team.
- Ensures safety measures among the contractors.
- Implements cleanliness at site.
- Monitors scope of works of the project contractors.
- Checks the quality of the contractor on their scope of works if it is within construction standards and procedures.
- Prepares site instructions and memos regarding on the issues occurred at site.
- Prepares site verification reports for the proposed projects at site.

### **Previous Job**

*Company:* Topline Business Development Corporation  
*Date:* June 2019 - present  
*Address:* 6<sup>th</sup> Floor, The Globe Tower, Cebu Business Park  
*Job Description:* Civil Engineer

#### Duties and Responsibilities:

- Supervises the construction of ticketing offices.
- Prepares in house estimates/BOQ for the upcoming projects.
- Prepares designs for docking facility.
- Checks the quality of the contractor on their scope of works if it is within standards.
- Supervises land development works.
- Check and monitor the laying of rebars before concrete pouring (roads, and retaining wall).
- Supervises concrete pouring.
- Ensures proper implementation of Approved for Construction Plan at site.

## **Previous Job**

*Company:* JLL Philippines  
*Date:* January 2020 – February 2021  
*Job Description:* Technical Officer

### Duties and Responsibilities:

- Supervises the recification works of houses.
- Reviews quotations of contractors for the rectification works.
- Facilitate acceptance and turnover of houses.
- Checks the quality of the contractor on their scope of works if within standards.
- Ensure that the warranty works are done on quality and on time.
- Conducts physical evaluation of houses declared as completed by the construction team if delivered on quality and under specifications.
- Updates monitoring of warranty claims and accepted and turned over units.

## **Current Job**

*Company:* SteelAsia Manufacturing Corporation  
*Date:* February 2021 - present  
*Job Description:* Civil Engineer

### Duties and Responsibilities:

- Supervises drainage works and inspection of foundation works of industrial building.
- Check the correct methodology of excavation works and backfilling works.
- Check and monitor the laying of rebars before concrete pouring.
- Check the survey/layout of structure prior pouring or form enclosure.
- Supervises concrete pouring.
- Monitors accomplishments of the contractors.
- Checks punchlisted item of works for repairs.
- Updates accomplishment reports based on site supervision.
- Provides solutions to certain site errors.
- Ensures proper implementation of Approved for Construction Plan at site.
- Monitors scope of works of the project contractors.
- Checks the quality of the contractor on their scope of works if it is within construction standards and procedures.

**Educational Background:**

Tertiary : University of San Carlos – Technological Center  
Bachelor of Science in Civil Engineering  
Nasipit Talamban, Cebu City  
2008- 2013

Secondary : La Consolacion College- Liloan  
Pob. Liloan Cebu  
2004-2008

Primary : Compostela Central School  
Cogon, Compostela, Cebu  
1999-2004

**Affiliations:**

Philippine Institute of Civil Engineers- USC Student Chapter  
Member, 2008-2013

Philippine Institute of Civil Engineers- Cebu Chapter  
Member, 2014-present

**Seminars Attended:**

Symposium on Project Management, 2012 at USC-TC  
Symposium on Structural Systems Overview, 2012 at USC-TC  
Construction Planning Symposium, 2013 at USC-TC  
Project Management Seminar (PLDT), September 30, 2016 at Quest Hotel

**Skills:**

- Proficient in MS Office applications, and AutoCad.
- Trainable and a fast learner and can work under pressure.
- Manages time effectively.
- Responsible, hardworking and honest.
- Multi-tasking abilities.
- Excellent organization, problem solving, and analytical skills.

## Character References:

Engr. Wennie Jay P. Elmedolan  
Assistant Project Manager  
Monocrete Construction Philippines Inc.  
The Mactan Newtown, Brgy. Mactan,  
Lapu-Lapu City  
09989667101

Engr. Quincy Rey Lumanag  
Project Engineer - OIC  
Monocrete Construction Philippines Inc.  
The Mactan Newtown, Brgy. Mactan,  
Lapu-Lapu City  
09331564824

Engr. Renato Quimada  
Senior Project Engineer  
Filinvest Land, Incorporated  
2<sup>nd</sup> Floor Grand Cenia Residences  
Archbishop Reyes, Cebu City  
09231078592

Engr. Yorlie Balila  
Construction Management Officer  
Aboitiz Land Inc.  
Aboitiz Corporate Center, Gov.Manuel Cuenco Avenue  
Cebu City  
09478798350

Engr. Marion Villareal  
Construction Management Officer  
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