



XELENE MAE D. GULAPA

CIVIL ENGINEER

PROFILE

- Water network officer who coordinates with other divisions regarding hydraulic analysis, adjustments, interruptions, and crisis management.
- Former contracts coordinator with one year of experience in evaluating tenders for construction projects in Singapore.
- Former customer care engineer who amassed over two years of significant, progressive experience in civil engineering projects within construction and real estate development.
- Has experience in managing critical incidents and communicating effectively with customers.

CONTACT

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EXPERIENCE

MAYNILAD WATER SERVICES INC.

DEC 2016-PRESENT

THE LEADING WATER SOLUTIONS COMPANY IN METRO MANILA, PHILIPPINES

WATER NETWORK OFFICER

- Monitors network supply and pressure on a daily basis and executes system adjustments of Tondo, Manila and South Manila-Pasay and Makati business areas.
- Proposes project for improvement of water supply of the business areas as well at pump station and booster optimization.
- Implements and monitors planned/unplanned water interruption and ensures water supply normalization.
- Investigates and analyzes prevailing flow, pressure and head losses in primary and trunk lines.
- Develops work plans/strategies for commissioning and decommissioning of network facilities and plants and assists on the implementation of the approved scheme.

YONGNAM ENGINEERING & CONSTRUCTION PTE LTD

MAY 2015-JUN 2016

A STEEL SPECIALIST IN DESIGN AND BUILD, INFRASTRUCTURE PROJECT

CONTRACTS COORDINATOR/QS

- Developing, implementing, and managing the purchasing contracts, policies, and procedures.
- Reviewing of purchase order claims and contracts and ensuring that they adhere to legal specifications and policies. Was able to perform risk analysis evaluations to every awarded project.
- Managed to handle projects, prepare sub-contract documents, and bill of quantities. Reviewing for subletting works and cost controlling at on-going projects with different companies.
- Dealt with payment claim preparations as well as payment responses to sub-contractors on a timely manner regardless of the bulk number of subcontractors. Was able to cope with the payment preparations to suppliers & sub-contractors which involve performing on business process management software.

PROFESSIONAL MEMBERSHIP

December 3, 2012
Registered Civil Engineer (124208)
Professional Regulation Commission

EDUCATION

2008-2012

Bachelor's Degree in Civil Engineering
New Era University
College of Engineering

2003-2007

Secondary School, Mater Carmeli
School

1997-2003

Primary School, Mater Carmeli School

SOFTWARE

- Design (Autocad, Google Sketch Up, Staad Pro V8i)
- Project Management (Microsoft Project)
- Others (Microsoft PowerPoint, Microsoft Word, Microsoft Excel)

EXPERIENCE

CAMELLA HOMES

JAN 2013-MAR 2015

VISTALAND & LIFESCAPES

*THE SUBSIDIARY CATERING TO THE UPPER MID-MARKET SEGMENT OF
VISTA LAND – THE COUNTRY'S PREMIER HOMEBUILDER*

CUSTOMER CARE ENGINEER

- Conducted quality inspections of newly built residential structures with different specifications. Ensured that the standards for the finishes of the units were strictly observed. Monitored the punch list after inspection to meet the required timeline for turnover without sacrificing quality.
- Dealt mainly on managing clients' move-in process after the inspection was done and punch list items were addressed. Delivered orientation seminars for the client prior to the actual move-in to discuss the schedules for leak tests, home owner's association membership, etc.
- Managed the supervision of bulk move-in schedules and tests. Prepared the units prior to schedule or earlier than the target schedule.
- Managed to talk to clients and address housing issues after the turnover was done. Assisted to house repairs and ensured that the concerns were properly addressed.

TRAININGS & SEMINARS

Aug 2016	Short Course: Revit Structural, Microcadd
Aug 2015	Contracts & Practice Seminar on Contracts for "Dummies", Singapore
Dec 2013	Short Course: Staad Pro V8i, Microcadd
Feb 2012	Introduction to TEKLA BIM – Tekla Structure Building Information Modeling (BIM) Seminar
May 2011	Intern (200 hrs) – Miescor Builders Incorporated
Oct 2010	Construction Engineering & Project Management, New Era University