



## **CARLO ANGELO C. ADAP**

Civil Engineer

license no. 010113\*

Home Address: # Havana St. Vista Verde  
North Village Novaliches, Caloocan City

Mobile phone No.

+63-906-4849869 (viber/whatsapp ready)

Landline No.

+632-70029463

E-mail address: [carloadapt@yahoo.com](mailto:carloadapt@yahoo.com)



## **PERSONAL DATA**

Age: 41

Birthdate: Nov. 1981

Height: 5'10"

Religion: Catholic

Civil Status: Married

## **OBJECTIVE**

To be able to work in a company where I can dedicate and maximize my potentials, knowledge, experiences and interests and to contribute to the company's success.

## **WORK EXPERIENCE**

### ***General Manager***

#### **IJBuild Philippines**

<https://ijbuild.com/>

**Office Address:** Lot 3-5 Belfast Avenue, Barangay Pasong Putik 1118  
Novaliches Fairview, Quezon city, Philippines

(+63)2-8-3987143

Work email: [carlo@ijbphils.com](mailto:carlo@ijbphils.com)

**Industry:** Steel Fabrication, Steel Detailing, Structural Engineering,  
Design and Construction

#### **Responsibilities:**

- Overseeing Daily Business Operations
- Budget Management and financial monitoring
- Oversee recruitment and training of new employees

April 2022 up to Present



March 2021 up to  
April 2022



June 2018  
up to Dec. 2020



- Set policies and processes
- Maintain project timelines to ensure tasks are accomplished effectively
- Plan cost effective operations and market development activities
- Reviewing Estimate pricing and schedule
- Provide coaching and guidance to ensure maximum efficiency of staffs
- Ensures work meet the Quality and efficiency standards set by the company and/or the management
- Updates the Upper Management/Owners located in Australia for any developments

### ***Operations Manager***

#### **Evermount Construction Corporation**

**Office Address:** Unit 201 Picture City Center, Timog Ave. Quezon city  
Tel no: 8352-1234, 8348-0948

**Industry:** Engineering Construction, Steel Fabrication, Structural Engineering,

- \*Manage the project's operation towards satisfactory completing the project within the stipulated time and budget.
- \*Responsible for the preparation / implementation / completion of various work stages related to the project construction.
- \*Provides planning, execution, supervision and inspection of a residential construction project
- \*Prepares timetable to present to clients to illustrate project timeline
- \*Provides guidance and job tasks to employees.
- \*Plans all phases of a construction operation project from beginning to end.
- \*Reports to the President on the status of the Projects.

### ***Senior Project Manager***

#### **SKETCH N' DESIGN CONSTRUCTION CO.**

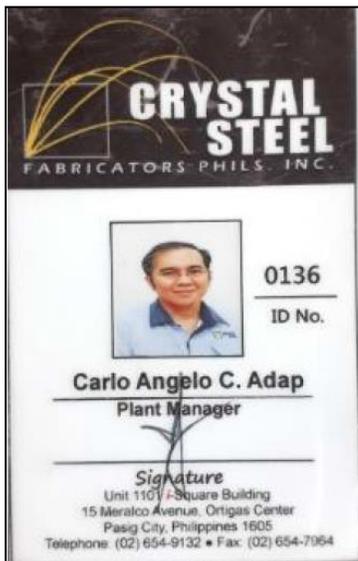
**Office Address:** 3H 3<sup>rd</sup> Floor Unit A&M Building Commonwealth Avenue Quezon city Philippines  
Tel. no. (+632) 2817025 / (+632) 2817027

**Industry:** Steel Fabrication, Steel Detailing, Structural Engineering, Construction

#### **Responsibilities:**

- \* Lead in communicating for the project activities within the organization
- \*Ensure that the drafting works are implemented in accordance to the schedule.

April 2013  
up to  
May 2018



- \*Manages manpower assigned for each project activities.
- \* Provide leadership and training to accomplish the company goals and objectives.
- \* Manages quality rules, process structure and documentations
- \* Manages Customer's expectations of Variations / alteration
- \* Analyze financial information (Scope of works and expenditures) to ensure all are within the budget
- \*Updates the Upper Management / President on the status of the Projects

### ***Plant Operations Manager***

#### **CRYSTAL STEEL FABRICATORS PHILS. INC.**

<http://www.crystalsteel.com/>

**Office Address:** # 15 Meralco Avenue, Unit 1101 i-Square Building, Ortigas Center, Pasig City Philippines 1605

Tel. no. (632) 654-9132

**Plant Address:** Victoria Wave Special Economic Zone, Malaria Road, Barangay Tala, Caloocan city Philippines, 1427

**Industry:** Steel Fabrication (Stainless-Ornamentals-Miscellaneous-Structural Steel), Steel Detailing, Structural Engineering

#### **Responsibilities:**

- \* Plan, Organize, Direct and Run Optimum day to day Operations in the Plant to exceed the Customers' Expectations
- \*Establish and monitor Overall Plant performance for production and quality Standards.
- \*Maintain Existing Plant facilities and Equipment; replace, or make adjustments to plant facilities and equipment when necessary.
- \* Provide leadership and training to accomplish the company goals and objectives.
- \* Develop and control profits, plans, and budget.
- \* Develop strategies to increase productivity and production
- \* Maintain a Safe work Environment and follow all safety regulations.
- \* Coordinates meetings with the President and Top management for the updates on the projects.
- \* Establishes Marketing goals and Market forecasts
- \* Provides in-depth information to interested clients, and acts as a representative for the Company- Client Meetings.
- \* Also responsible for buying or approving the acquisition of goods and services needed by the company.
- \* Reviewing estimates pricing and scheduling.

- \* Developing and maintaining estimating systems and procedures.
- \* Ensures products meet the Quality and efficiency standards set by the company and/or the client

May 2012 Up to  
March 2013

### ***Project-In-Charge Engineer***

#### **METROSTAR REALTY AND DEVELOPMENT INC.**

<http://www.metrostarrealty.com.ph>

**Address:** # 839 EDSA, South Triangle, Quezon City

**Phone:** (632) 332-8200

**Industry:** Construction, Real Estate, Civil Engineering

#### Responsibilities:

- \*Project management and supervision
- \*Prepares and distributes a description and timeline of the project
- \*Prepares Construction Scheduling using softwares (Primavera Project Planner and/or Microsoft Project), spreadsheets, and word processing
- \*Studies product design, customer requirements performance / project standards and specifications.
- \*Presents cost estimates. Conducts tests assuring safe and customer's satisfactory.
- \*Prepares status reports and regularly monitors budgets, contractors and schedules.
- \*Presents procedures, rules and regulations to those involved in the project; maintains a safe, clean and productive environment through enforcing procedures. Maintains project integrity and reputation through compliance with building code and company's regulations

December 2007  
Up to July 2010

### ***Project-In-Charge Engineer***

#### **GENESIS CONSTRUCTION**

Camalaniugan, Cagayan

#### Responsibilities:

- Project management and supervision
- Monitoring progress of scheduled works
- Canvassing material procurement and checking inventories for construction requirement
- Make reports on the daily production with regards to production issues, accomplishment, problems and quality of work

September 2006  
Up to April 2007

### ***House and Lot Appraiser***

#### **MANILA CREDIT CORPORATION**

#1177 Don Chino Roces Avenue corner Bagtikan St.  
Makati city (Tel. No. 890-3461 to 66)

#### Responsibilities:

- Conducts inspection of properties offered as collateral and prepares appraisal report
- Conducts verification on prospective and existing clients and prepares credit investigation reports

September 2005  
Up to March 2006

### ***Site Engineer***

#### **A.G. GUMIRAN CONSTRUCTION, INC.**

#68 Road 13 Pag-asa Quezon City (Tel. No. 456-8131)

#### Project title:

Construct New & Repair / Improve Various Facilities  
at Fort Magsaysay, Palayan city, Nueva Ecija Philippines

#### Responsibilities:

- Supervise daily work activities at site
- Make reports on the daily production as a feedback to the management with regards to production issues, accomplishment, problems and quality of work
- Responsible in controlling the construction material

## **EDUCATIONAL BACKGROUND**

1999 – 2004

### ***University of Santo Tomas (UST)***

España, Manila

Bachelor of Science in **Civil Engineering**

1995 – 1999

### ***Jose Abad Santos Memorial School (JASMS) - PWU***

EDSA, Quezon city

Secondary Education

1990 – 1995

### ***Jose Abad Santos Memorial School (JASMS) - PWU***

EDSA, Quezon city

Primary Education

Nov. 20 & 21, 2004  
(Manila, Philippines)

## **GOVERNMENT EXAMINATION TAKEN**

Civil Engineer Licensure Examination – **PASSED**  
License No: 0101135

## **SPECIAL SKILLS**

- Computer Literate – MS Office, Staad Pro, Auto-CAD, Tekla Structures, Primavera, PC troubleshooting
- Flexible, hardworking and can work w/ minimum supervision
- Systematic and organized attitude towards work
- Assertive, resourceful and a Team Player
- Knows how to drive w/ license

## **CHARACTER REFERENCES**

*\*Available Upon Request*