

Jamaica Dejelo

Civil Engineer | Senior Project Controller

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📍 Metro Manila, Philippines

Summary

Dedicated civil engineer with eight years of professional experience, including four years in a contractor company and another four years in a design consulting firm. Possessing an in-depth comprehension of various civil engineering subspecialties. Knowledgeable about project management and well-experienced in project controls in the fields of energy and resources, building, infrastructure, water, and the environment. Capable of carrying out duties with minimal to no supervision and demonstrating a proactive and optimistic approach.

Education

Bachelor of Science in Civil Engineering

University of the East

Manila, Philippines

2009 – 2014

Licensed Civil Engineer

Certified by Professional Regulatory Commission, Philippines

2014 – present

Languages

Filipino – Native

English – Proficient (PTE Academic - 74)

Work Experience

Senior Project Controller

July 11, 2019 – present

GHD Pty Ltd. | Project Management Team

Makati City, Philippines

Help the team set the individual goals and development plans. Committed to organizing workflow and monitoring productivity within the team. Provide reliable decision-making to ensure the success of the team.

Additional to the Project Controller's Responsibilities:

- Delegate tasks and monitor individual performance.
- Conduct interviews for aspiring team candidates and design and schedule the onboarding program for the team's new starter.
- Train new hires and conduct coaching and mentoring for the team or other project control teams if necessary.
- Review and check the reports delivered by the team.

Project Controller

June 24, 2019 – July 10, 2023

GHD Pty Ltd. | Project Management Team

Makati City, Philippines

Direct workshare to GHD Victoria, Australia Region. Engaged to support other operating regions such as Tasmania, Abu Dhabi, Qatar, and the Philippines. Contribute to the success of various projects focusing on energy and resources, building, infrastructure, water, and the environment by implementing all aspects of project control.

Responsibilities:

- Support the project manager in all aspects of project control.
- Setup the project budget and schedule into cost control programs, continuously monitor the project cost using the Earned Value Management tool and provide a graphical representation of the cost and schedule performance.
- Monitor and review project expenses.
- Do the analysis to determine which activities are over or under budget and behind or ahead of schedule.
- Raise prebill and handling the invoicing.
- Develop a project schedule on Microsoft Project or Primavera P6 and monitor project timelines, project deadlines, and project progress weekly.
- Update the project schedule and do the analysis to determine which activities cannot be delayed.
- Generate and prepare Work Breakdown Structure and Bill of Quantity
- Develop cost estimates and perform Cost Analysis.
- Work with the Design and Procurement Team to address the client's financial requirements.

Hard Skills

Quantity take-off | Create WBS
Develops BOQ | Unit Price Analysis
Cost forecast | Cost monitoring and control
Planning and scheduling
Project controls
Project management

IT Savvy

MS Word | MS Excel
MS Access | MS Power Point
Power BI
Excel Macros and VBA
MS Project | Primavera P6
Sketchup | Autocad
Planswift | STAAD
Netsuite | BST10

Cost Engineer

September 10, 2018 – June 21, 2019
Frey-Fil Corporation | Athlete's Village Project
Tarlac, Philippines

Assigned to the Athlete's Village Project, which served as the home of the athletes for the 2019 SEA Games. Committed to overseeing the total project cost of the construction of two 5-storey buildings with complete amenities using full precast concrete technology.

Responsibilities:

- Control and monitor the project's total cost and provide a timely cash flow report.
- Prepare an accomplishment and billing Report.
- Prepare variation orders and keep records of claims.
- Monitors progress reports.
- Source Subcontractors and suppliers, evaluate their progress reports, and endorse payment to the finance team.
- Quantify project materials to purchase.

Cost Engineer

March 20, 2015 – September 2018
Frey-Fil Corporation | Estimates Department
Quezon City, Philippines

Worked with the Marketing, Procurement, and Engineering departments to provide Financial and Technical Documents for tender. Engaged in preparation of BOQ and UPA for General Construction of Buildings and Infrastructure, Precast Fabrication & Installation, and Concrete Pre-stressing.

Responsibilities:

- Interpret and review Architects' and Engineers' building plans and technical specifications.
- Confer with clients and other members of the engineering team to determine project requirements.
- Work with the sales team to prepare Quantity Take-off and cost estimations for the prospect projects.
- Request and collates suppliers' quotations.
- Update material pricelist records.

Additional Experience

Part-Time Faculty

August 20, 2016 – November 18, 2017
Far Eastern University - Institute of Technology
Civil Engineering Department
Manila, Philippines

Develop and deliver a lesson plan that aligns with the curriculum of the University for the subjects of Building Construction and Dynamics of Rigid Bodies, with the aim of providing high-quality educational experiences to students pursuing a degree in Civil Engineering.