



Rachelle P. Digon

A detail-oriented and knowledgeable Civil Engineer and Master Plumber with 5 years of relevant experience in Project Management and Fit-out Construction delivering cost-effective, on-time and high quality projects. Strong multitasker with exceptional skill in functioning well in a high-pressure work environment.

Personal details

-  Rachelle P. Digon
-  racheddigon09@gmail.com
-  +639958861036
-  Block 63 Lot 18 Lapaz Homes II, Brgy. Cabezas, Trece Martires City, Cavite
-  September 29, 1997
-  Female
-  Filipino
-  Single
-  [linkedin.com/in/rachelle-digon](https://www.linkedin.com/in/rachelle-digon)

Licenses

Master Plumbing Licensure Exam
Jul 2022
Board Passer

Civil Engineering Licensure Exam
Nov 2018
Board Passer

Education

BS in Civil Engineering
2013 - 2018
Cavite State University - Main Campus

Skills

Software: AutoCAD, MS Office Apps, Sketch Up, basic STAAD.Pro, SAP System, Power BI

Engineering: Fit-out Construction, Project Management

Soft Skills: Effective Communication, Time Management, Critical Thinking, Creativity, Leadership, Teamwork, Customer Service

Certified Safety Officer II

Earliest Availability

- One (1) month

Employment

Assistant Project Manager Oct 2022 - Present

SM Engineering Design and Development, Pasay City

- Assist the project manager in the execution of the management plan for assigned projects.
- Assist in leading the project team; takes initiative in managing information, establishing expectations and maintaining quality and cost effectiveness in the overall project.
- Oversee variable aspects of projects and provide direct assistance to ensure timely project execution.
- Manage client relationships, project planning, project document management, and assist in leading weekly stakeholders' meeting.
- Keeping track of and reporting on project progress.
- Maintain and complete site reports (financial and technical reports).
- Assist in reviewing change-orders with contractors.
- Assist in close out of the project.
- Completing any tasks assigned by the Project Manager in an efficient and timely manner.

Project Engineer Jan 2019 - Oct 2022

SM Engineering Design and Development, Pasay City

- Conduct project bidding and recommends final awarding of contract packages.
- Consolidate and review engineering drawings from Design and conducts site inspection prior to project implementation
- Prepare documents for procuring owner supplied materials and monitor purchase upto delivery on site.
- Monitor the daily utilization of project budget and the implementation of scheduled activities based on approved project plan.
- Execute the action plan/s for site issues/concerns as instructed.
- Evaluate and recommend billing requests of contractors/suppliers
- Consolidate all construction-related documents (e.g. owner instruction slips, change order forms, design change notice, permits and close out reports, etc.) for processing and documentation
- Settlement and closing of project accounts to all stakeholders
- Direct reporting to the Assistant Vice President of Project Management

Training, Seminar and Certificates

Structural Detailing of Reinforced Concrete Structures (SACD RCDC) Dec 2022

Basic Power BI Training May 2022

Construction 101 Series (Fundamentals of Construction) Feb 2022

Construction Occupational Safety and Health Training (COSH) - 40hrs Nov 2021

Construction Project Management May 2020

Projects

- SM City Fairview (Relayout of The SM Store, National University-OIS)
- SM City Megamall (Renovation of The SM Store)
- SM City Lucena (Renovation of The SM Store)
- SM City Batangas (Renovation of The SM Store)
- SM City North EDSA (Rightsizing of The SM Store)
- SM City Baguio (Renovation and Expansion of The SM Store)
- SM City Bataan (Construction of SM Store, SM Supermarket, Surplus Shop, Sports Central, Crocs, ACE Hardware, Pet Express, Miniso, SM Appliance Center, Brownies)
- SM Center San Pedro (Construction of Hypermarket, Pet Express, ACE Hardware, SM Appliance Center, Miniso)