

Jelly Andres Valenzuela

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**Professional Registration**

- Licensed Civil Engineer (November 2016)
- Department of Public Works and Highways Accredited Materials Engineer I (March 2018)

Seminars/Trainings Attended

- *Construction Safety and Health (COSH) Course for Safety Officer 2 (SO2)*
Cebu Contractors Association, Inc.
February 17-21, 2020
- *Construction Project Cost Estimating, Budgeting and Control*
Construction Industry Authority of the Philippines
March 15-16, 2019
- *Construction Materials Quality Control*
Philippine Institute of Civil Engineers – Cebu
February 19, 2018 – March 7, 2018

Potential and Core Competences

- Knowledge in 2D AutoCAD and Google Sketch-Up
- Knowledge in document works such as Microsoft Office (Word, PowerPoint and Excel)
- Computer literate, technically competent, flexible, persistent and hardworking
- Able to communicate everyone to achieve exceptional relationships among people
- Able to create trust, willing to be trained, honest, loyal and determined

Educational Attainment

Tertiary : Central Mindanao University
(2011 – 2016)
Bachelor of Science in Civil Engineering
University Town, Musuan, Maramag, Bukidnon

Secondary : Saguday National High School
(2007- 2011)
Magsaysay (Poblacion), Saguday, Quirino

Work Experience

- **Grand Land, Inc.** – M.J. Cuenco Ave., Mabolo, Cebu City (March 2019 – present)
Position: **Construction Management Officer**

Projects Handled:

- Grand Residences Cebu – Kasambagan, Cebu City
 - *North Tower A* – 35-Storey Building composed of Residential Units, Noble Hotel Units, Penthouse Units & Roofdeck
 - *North Tower B* – 35-Storey Building composed of Residential Units, Noble Hotel Units, Dusit D2 Service Apartment & Roofdeck
 - *Site Development Works* - Roadway Network, Drainage System, Water Supply System and Lift Station
 - *Amenities* - Rotunda Fountain, Lagoon Fountain, Construction of Guardhouse, Construction of Clubhouse (Building A, B & C), Construction of Swimming Pool (800 sq.m.) and Landscaping Works (Kid's Playground, Barbecue Area & Amphitheater)

Responsibilities:

- Responsible for overseeing and directing construction projects from conception to completion, monitoring progress on site, creating work schedules and allocating responsibilities, contributing technical expertise to project drawings and designs, performing cost calculations and preparing financial projections, liaising between contractors, sub-contractors, vendors and suppliers, performing regular tests on materials and procedures to ensure compliance and presenting construction progress updates to top management;
- Ensures all permits and licenses are in order in collaboration with Government Relation Officer (Liaison);
- Ensure that the assigned project's turnover is on or ahead of time and stays within the budget;
- Ensure the project is within acceptable quality standards. Particularly the utilities and the finishing of sale-able units and common areas for turnover;
- Monitor the structural, MEPF, and architectural finishing works of the project;
- Evaluation of contractor's performance rating to qualify for the next job;
- Identifies and proposes solutions to problems and issues that may arise during the planning and construction of the assigned project;
- Coordinate with 3rd Party Project Management, Property Management, 3rd Party Quantity Surveyor Team, 3rd Party Designers and Consultants, Contractors, Suppliers, and all Grand Land Inc. Departments to ensure that all aspects of the project are taken care of;
- Prepares and submit daily progress reports with photos via group chat and the monthly punch listing report to the Management;
- Oversees purchase and delivery of owner-supplied materials in coordination with the Purchasing Department;
- Prepare Work Orders if the site requires revision, modification in lieu of value engineering or any design changes duly approved;
- Prepare Site Instructions to contractors necessary to effect the approved change order, time extensions, shop drawings, and other documents for proper implementation;
- Prepare Receiving Receipts countersigned by the contractors' prior submission to QS/Accounting Department;
- Monitor owner-supplier materials stock level, inventory of excess materials for transfer or pull out;
- Hold weekly site coordination to monitor project progress and to review all quality issues with solutions, quality of work, and any remedial/rectification measures required;

- Attend monthly project meetings to present the project progress accomplished, issues encountered, and proposed solutions and to present the project turnover updates;
- Ensures the safety and security of the site. From time to time, acts as the Safety Officer and ensures staff and non-staff safety;
- Lead Roles as a QA/QC inspector to delegate inspection team of consultants, general contractors, trade contractors, and specialty;
- Study all contracts in detail and determine time schedules, inclusions, exclusions, bid bulletins, and variations;
- Take a closer look at the implementation of quality standards mentioned in quality requirements, specifications, drawings, and conditions of contracts; and
- To perform any and all other duties as and when assigned from time to time by the Top Management.

➤ **Grand Land, Inc.** – M.J. Cuenco Ave., Mabolo, Cebu City (March 2018 – August 2022)
Position: **Quantity Surveyor**

Projects Handled:

- City Homes Minglanilla Site Development & Housing Construction - Minglanilla, Cebu
 - Roadway Network, Drainage System, Water Supply System & 1-storey and 2-storey House Construction (Single Detached)
- City Homes Mandaue – Mandaue City, Cebu
 - 2-storey Row House Construction (Civil & Architectural)
- City Homes Mactan – Mactan, Cebu
 - 2-storey Row House Construction (Civil & Architectural)
- Amani Grand Resort Residences Site Development – Lapulapu City, Cebu
 - Construction of Guardhouse, Construction of Material Recovery Facility & Site Development Lighting and CCTV
- Grand Residences Cebu Site Development Works – Kasambagan, Cebu City
 - Roadway Network, Drainage System, Water Supply System & Lift Station
- Grand Residences Cebu Amenities – Kasambagan, Cebu City
 - Rotunda Fountain, Lagoon Fountain, Construction of Guardhouse, Construction of Clubhouse (Building A, B & C), Construction of Swimming Pool (800 sq.m.) & Landscaping Works (Kid’s Playground, Barbecue Area & Amphitheater)

Scope of Work:

- Prepare base budget (cost estimate with value engineering) of the project, bill of materials/quantity (BOM/BOQ) and cost comparison;
- Evaluate contractor’s company profile to pre-qualify;
- Evaluate and reconcile contractor’s cost proposal;
- Prepare and review contractor’s Notice of Award (NOA) and Signed Contract Agreement (SCA) if awarded and issue Notice to Proceed (NTP);
- Prepare Materials Request Form (MRF) and assist in the procurement of materials ensuring that the Fixed Guaranteed Maximum Quantity (FGMQ) will not exceed;
- Evaluate contractor’s Progress Accomplishment Report (PAR) and prepare valuation report;
- Monitor Contractors and Suppliers billing and prepare Request for Payment (RFP);
- Prepare Budget, Commitment, Cost & Forecast Report (BCCFR);
- Prepare and evaluate Change Orders (CO); and
- Issuance of Certificate of Project Completion and Acceptance to Contractors with 100% Progress Accomplishment on site.

- **F.E.D. Construction Co, Inc.** – Tablon, Cagayan de Oro City (December 2016 – February 2018)
Position: **Project Engineer**

Projects Handled:

- Construction of 2-Storey Office Building with attached Warehouse
- Construction of Perimeter Fence
- Construction of 2-Storey Residential House

Scope of Work:

- Attend pre-bid meeting and ocular inspection;
- Prepare bid documents such as Cost Proposal, Bill of Quantities (BOQ), Project Schedule, Gantt Chart, S-Curve, Manpower and Equipment Loading, Methodology, Construction Safety and Project Provision and Standards;
- Supervise and Monitor manpower on site together with the foreman and ensure that the target daily accomplishment will be achieved;
- Monitoring of fast moving materials so as to not delay the project;
- Prepare Materials Request Form (MRF) for the materials needed on site;
- Prepare Progress Accomplishment Report (PAR); and
- Coordinate with the project foreman for the sequence of work.