

JONAH PENDON

C I V I L E N G I N E E R

+1 (639) 533-2922

658 15th Street West Prince Albert,
Saskatchewan, Canada S6V 5T6

pendonjonah@gmail.com

PROFILE

A professional with 6-years of working experience and proven track record of streamlining site and office operations and enhancing efficiency. Proficient in overseeing teams, coordinating tasks, and ensuring smooth day-to-day operations. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

EXPERIENCE

Assistant Project Manager

SM Development Corporation | 2023 - 2024

- Compose and meticulously review forms and various documents for accuracy and clarity
- Continuously sought opportunities for professional growth by attending industry conferences, networking events, and participating in relevant training sessions.
- Supervise and co-ordinate activities of workers
- Assist in the preparation of project update reports and presentations
- Collaborate and assist with project managers on project documentation and contract administration
- Maintain accurate records by managing documentation and project files
- Maintain the project management process, providing guidance to key stakeholders
- Report any issues or project results to department managers.
- Assisted in the change order process by reviewing requests for changes to specifications or budgetary allowances before submitting them for approval.
- Played a key role in resolving conflicts between team members or stakeholders that could potentially delay projects or increase costs.

EDUCATION

Polytechnic University of the Philippines

Master of Science in Construction Management
2021 - 2024

Rizal Technological University

Bachelor of Science in Civil Engineering
2012 - 2017

SKILLS

- Client Relationship
- In-process inspection
- Meeting Coordination
- Decision-making
- Visual Inspection
- Project Management
- Quality Control Management
- 2D Drafting
- Adaptability to new technologies
- Proficient in Microsoft office

CERTIFICATIONS

- Licensed and Registered Civil Engineer in the Philippines - 2017

JONAH PENDON

C I V I L E N G I N E E R

+1 (639) 533-2922

658 15th Street West Prince Albert,
Saskatchewan, Canada S6V 5T6

pendonjonah@gmail.com

EXPERIENCE

Quality Control Engineer / Turnover Management Engineer

Megaworld Corporation | 2019 - 2023

- Ensures that all materials installed and used in the project comply with the approved plans, specifications and design by the Project Management
- Inspect and Validate Works of Contractor
- Document detailed inspection and testing reports
- Site supervision and deployment of workers
- Prepare and Turn-over units to Clients & Third Parties
- Assist and responds to customer queries during turnover
- Maintains quality assurance standards and attention to detail.
- Maintained detailed records on all quality-related matters for easy retrieval during audits or investigations if needed.
- Collaborated with cross-functional teams to identify root causes of defects and devise corrective actions.

Project - in - Charge

Helenar Construction | 2018 - 2019

- Supervise and co-ordinate activities of workers
- Familiarization and Review of all Construction Drawings (elevation, floor plans, and shop drawings), General notes, and Construction Notes
- Monitor on-going project and deploy workers in their designated areas
- Prepare two weeks look ahead, Daily and Weekly accomplishment Reports to be submitted to the Project Management
- Attend various meetings as required by the project for both technical and coordination meetings
- To monitor delivered materials, tools and Owner's Furnish Material on site.

PROJECT ENGAGEMENT:

- Manhattan Plaza Tower 1 - Complete Interior Finishing Works at 4/F Amenities, Typical Hallway, Lift Lobby and Service Elevator
- One Eastwood Tower 2 - Complete Interior Finishing Works at 7/F Amenities, Typical Hallway, Lift Lobby and Service Elevator
- Kingsford Hotel Manila - Inspected and Turn Over 529 Units to Hotel Operators
- Eastwood Global Plaza Luxury Residences - Inspected and Turn Over 474 Residential Units
- Manhattan Plaza Tower 2 - Inspected and Turn Over 597 Residential Units
- Charm Residences Phase 1 (Tower A, D, & E) - Project Management