



JONALYN ALCORAN

ARCHITECT in profession with experience in construction, joinery works and project management of diverse architectural projects. Extensive background in AutoCAD and sketch up operations directing from design phase to construction phase of the project. Excellent technical qualifications compliment an innate sense of creativity in the design of aesthetically attractive, architecturally strong and utilitarian space.

Highly organized, keen observer, detail-oriented, work-well under pressure, a serious commitment with accompanying enthusiasm and willingness to learn from others and introspectiveness.

Attentive professional offering over 8 years working in various organisations. Focused and enthusiastic with desire to take great career to next level in new role/ position.

CONTACT

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Jonalyn Alcoran

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WORK EXPERIENCE

Senior Project Manager - Arcadis Consulting Middle East Ltd.

April 2023 – Current

Makati City, Metro Manila, Philippines

- Collaborate with other team members and other disciplines to deliver project requirements.
- Work as a project resource, completing allocated activities to meet budget, timeframe and quality objectives and meeting or exceeding client expectations.
- Apply analytical and project management skills as well as technical writing skills at a task level.
- Deliver work that meets quality requirements.
- Operate as a competent professional within a single area of work with little supervision.
- Require direction from supervisor on new or unusual areas of work.
- Independently performing routine and some non-routine tasks
- Contribute to the resolution of technical issues on projects.

Project Manager - Arcadis Consulting Middle East Ltd.

October 2018 – March 2023

Makati City, Metro Manila, Philippines

- Responding to the requests from multiple Project Managers including prioritising of PM requests for optimal project performance
- Accurate input and data recovery/ presentation of information from the Oracle ERP financial and project management system
- Maintaining project functionality in Oracle ERP, e.g access for timecards etc.
- Cash flow management (costs, billing)
- Raising requisition requests
- Creating monthly project and financial review documents
- Preparing project performance reports
- Supporting project compliance requirements
- Reforecasting resource and financial plans
- Ensure contracts, subcontracts, contingent worker contracts, certificates, change orders and other relevant project documentations are reviewed, executed, and filed.
- Liaise with Task Managers / Team leaders to ensure effective communication on project matters.

- Undertake production checking, of work in progress to ensure that it meets project intent.
- Follows training plan for professional development, attend appropriate training events.
- Commit to receiving on the job technical training by performing tasks, which are under the direct supervision of more experienced staff within well-defined limits.
- Contribute to a range of professional project management assignments by undertaking practical tasks, monitor and review work undertaken by more junior colleagues and work with senior colleagues to ensure programmes of work are undertaken and project milestones are met such as planning, project controls, programme reporting, risk management and general project management support functions and notify more senior colleagues of any discrepancies to ensure management has access to up-to-date and accurate information to aid their decision-making
- Understand and comply with all risk and compliance principles, taking standard corrective action or reporting any unsafe or inappropriate situations or wider project risks, to ensure the delivery of the project is not adversely impacted.
- Interpret data and prepare supporting documentation such as dashboards and reports, making straightforward recommendations to support senior colleagues in their decision-making process.
- Take a proactive role in assessing and evaluating project management processes, sharing knowledge, identifying opportunities and providing advice to help improve processes and systems.
- Provide support on project management queries to customers inside and outside the business, ensuring an efficient and high-quality provision of information to all internal and external stakeholders.
- Assist senior staff to resolve stakeholder issues by flagging issues as soon as they are encountered and suggesting appropriate solutions in order to contribute to client care to ensure ongoing client satisfaction.

Design Coordinator – Endec Inc.

December 2017 – October 2018

Muntinlupa City, Metro Manila, Philippines

- Organizes and attends meetings and assist with determination of project requirements.
- Keeps detailed project notes and records.
- Monitors project schedules, project progress, budget and hours
- Create task lists for team members.
- Conduct site surveys, inspections and reports.
- Tracks and manages all project design documentation.
- Keep all members of the team up to date with current information and paperwork.
- Communicate with seniors and team members to ensure optimal strategy and maximum efficiency.
- Assist in drafting and issuance of project proposals, RFP's, tenders, budgets, cash flows and preliminary schedules.
- Track the progress and quality of work being performed by design disciplines/ trades.
- Effectively and accurately communicate relevant projects information to the client and team.
- Prepare substantial completion certificates and ensure all required project close out documents are obtained.
- Keep the project team informed about project status and issues that may impact client relations.

List of Projects Completed:

- 6809 GPOI Central Training Complex, Capas Tarlac, Philippines- NAVFAC
- 6819 Amphibious Arrival and Staging Facility, Zambales, Philippines- NAVFAC
- 6821 FMSS Training Area and Access Road Construction, Fort Magsaysay Air Base, Philippines- NAVFAC
- 6618 PNP-MG Special Boat Unit, Basilan, Philippines- NAVFAC
- Regional Animal Disease Diagnostic Laboratory Building Region II, VII, X and XII- Black & Veatch/ DTRA

Accomplishments:

- Prepare Conceptual Master Plan of WMD Hanoi Vietnam
- Participated in preparation of Bid documents conducted in Vietnam.
- Prepare Reinforced Bar Cutting list for Structural Members
- Construct procedures in Material Submittals for the project.
- Preparation of Compliance Matrix for all the projects

Project Architect – Fireproof Component Fire Resistant Doors Trading

January 2017 – December 2017

Abu Dhabi, United Arab Emirates

- Evaluate project status to recommend corrective actions and control measures for proper project accomplishment.
- Does the BOQ's and costings
- Responsible for the overall supervision and documentation of the project assigned.
- Responsible for upholding quality assurance procedures
- Site monitoring and supervision
- Undertaking technical and feasibility studies including site investigations
- Proactively manages changes in project scope, identifies potential crises, and devises contingency plans.
- Coordinating with the general contractors regarding project activities such as the documentation, construction, quality, EHS issues, planning and testing activities to ensure the compliance with specifications, codes and client's requirements.
- Compiling job specifications and supervision to ensure the full implementation of work.
- Ensuring project is implemented according to the approved plan and specifications.
- Ensuring projects run smoothly and structures are completed within budget and on time.
- Performs other task that maybe assigned from time to time.
- Conduct site surveys, inspections and report.

Project Architect – Fireproof Component Fire Resistant Doors Trading

May 2014 – December 2016

Quezon City, Metro Manila, Philippines

- Prepares routine layouts, detail drawings, assembly drawings, sketches and diagram. Details to include all views and dimensions necessary for construction.
- Drafts the technical plans and drawings required for the implementation of the project which serves as the basis for quantity take-off and cost estimating.
- Makes copies of all drawings and maintains information regarding changes to database.
- Coordinates with Consultants on the details, layout and presentation of plans.
- Prepares as-built plans after completion of the project.
- Performs other task that maybe assigned from time to time depending on training, education, qualifications or experience and necessary resources.

EDUCATION

Bachelor of Science in Architecture - Rizal Technological University

2009-2014

Mandaluyong City, Metro Manila, Philippines

Drafting Technology – Mindoro State University

2006-2008

Calapan City, Oriental Mindoro, Philippines

High School – Community Vocational High School

2002-2006

Calapan City, Oriental Mindoro, Philippines

Elementary School – Bucayao Elementary School

1996-2002

Calapan City, Oriental Mindoro, Philippines

SKILLS

- Data Analysis and Visualization (Smartsheet, Power BI and Excel)
- Technical Drawing and Drafting
- Automation
- CAD
- Revit
- Sketch-Up
- Microsoft Office

REFERENCE

Ar. Marirose Malapote

Corporate Quality Manager / Design Manager

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Engr. Mark Gerald Oreiro

Senior Project Manager

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