

PHILLIP LAURENCE G. CLAOR

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Experienced and versatile Civil Engineer with a strong background in site engineering, project management, and coordination roles. Graduated with a BS in Civil Engineering and equipped with comprehensive training and seminar attendance. Eager to leverage expertise in building construction and management and fostering further career development within a dynamic organization.

SKILLS

Project Management	Site Engineering Expertise
Construction Estimation (Planswift, Excel and Blue Beam)	CADD Operation
Coordination and Collaboration	Read and Interpret Plan

PROFESSIONAL EXPERIENCE

- 2022-04 – Present** **Project-In-Charge**
ELS Consultancy and Management Inc.
- Regularly communicate project updates and concerns to stakeholders, ensuring transparency and alignment throughout the project lifecycle.
 - Review and evaluate Project Execution Plans and documents submitted by contractors, ensuring alignment with project objectives and standards.
 - Conduct daily site inspections to maintain adherence to project plans, specifications, and quality standards, promptly addressing any deviations.
 - Preside over weekly management meetings to provide updates on project progress and facilitate constructive discussions among team members.
 - Coordinate the procurement and delivery of materials, ensuring compliance with project specifications and efficient supply chain management.
- 2021-03 – 2022-03** **Project Coordinator**
ELS Consultancy and Management Inc.
- Assisted the Project-In-Charge in managing and monitoring the progress of the construction project.
 - Coordinated daily construction activities, ensuring adherence to project schedules and quality standards.
 - Facilitated communication between contractors, subcontractors, and project stakeholders, resolving issues promptly to keep the project on track.
- 2019-08 – 2020-08** **Field Engineer**
ASEC Development and Construction Corporation
- Collaborated seamlessly with multidisciplinary teams comprising engineers, architects, safety officers, and foremen, fostering open communication and addressing project concerns proactively.
 - Generated comprehensive daily reports, providing stakeholders with real-time project status updates and facilitating informed decision-making processes.
 - Demonstrated strong leadership by supervising and mentoring on-site workers, optimizing daily work activities, and analyzing productivity rates to drive operational efficiency.
 - Applied meticulous attention to detail in estimating construction materials required for on-site procurement, ensuring timely availability and cost-effectiveness.
 - Leveraged expertise to meticulously execute rebar cutting lists based on project plans and specifications, ensuring precise preparation for construction activities and adherence to quality standards.
- 2019-02 – 2019-08** **Site Engineer**
Eurovek Inc.
- Orchestrated daily toolbox meetings, fostering a culture of safety awareness and education among workers, ensuring compliance with industry standards and regulations.
 - Collaborated closely with trade contractors to address and resolve concerns regarding our work, promoting synergy and smooth coordination on-site.
 - Employed expert estimation skills to assess on-site material requirements, facilitating efficient procurement processes from our trusted suppliers, and minimizing project delays.
 - Provided hands-on supervision of workers' activities, ensuring adherence to quality standards and project schedules, thereby maximizing productivity and project efficiency.

EDUCATION AND CERTIFICATION

2013-06 – 2018-06 **Bachelor of Science in Civil Engineering** | Saint Louis College

2018 – 11 **Philippine Registered Civil Engineer**