

Janneth M. Briones

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Career Objective

Seeking the position of a civil engineer where I can explore my knowledge and skills while working towards civil engineering projects.

Key Skills

- Understanding with the civil engineering principles and methods
- Ability to interpret information and communicate the details in writing and verbally
- COSH Trained-Knowledge of precautionary measures applicable on site
- Has knowledge in project management and budget projection abilities
- Ability to work independently with own initiative as well as a team
- Knowledge in CAD, Ms Word, Office, Excel and PowerPoint

Position: Project Manager

Company Name: Genesis Design and Development LLC

Project: USAGM Bridge Rehabilitation; TRADOC office extension and repairs; Container van modification; Guard lounge Refurbishment, NOX2 Chancery Compound; Baguio Slope Protection

Duration: January 3, 2022 up to present

Responsibilities:

- Reports to the President, Client/Owner
- In-charge of all site coordination, investigation, daily work schedule, project timeline and instructions approval.
- Representative for preparation and witnessing materials testing
- Representative for meeting with client queries regarding project status
- Preparing Accomplishment Report and progress billing per project
- Estimate the quantity of raw materials, labor and equipment, required for the project
- Procurement of materials and cost comparison
- Preparation of plans and implementations
- Site Inspection and securing project safety
- Preparing Work Methodology
- Responsible for project completion and acceptance
- Negotiate Projects, attend meeting & conferences

Position: Civil Engineer

Project: TRADOC office renovations/repairs

Duration: January 4, 2021 up to February 28, 2022

Responsibilities:

- Daily plan and work schedule preparation
- Site Inspection and securing project safety
- Materials inspection if it conforms with the standard specifications
- Review plans and shop drawings
- Compile all quality documents & instruction manuals to be submitted to client

- Checking material estimates and cost
- Project Coordination

Position: Sustaining Technical Employee, Project Coordinator & Safety Officer 2

Company Name: DSCP Incorporated

Project: North Luzon Converge Backbone (Converge Project) Underground utilities installation, Trenching works

Duration: September 2, 2019 up to December 22, 2020

Responsibilities:

- Contract reviewer related to Project Cost and Sub contractors
- Project Documentations (Accomplishment Reports to Client and Management)
- Site Coordination for underground utilities
- Scheduler
- Implementation analysis how to hit target schedule
- Implementation of COSH Standard at project site

Position: Office/Project Engineer

Company Name: Baldo Construction and Development Corporation

Project: SMFI Feedmill, Mandaue Cebu

Duration: June 5, 2017 up January 21, 2019

Responsibilities:

- Project Documentations
- Site inspection and implementation for Office Building, Flat Storage, Intake Building
- Monitoring/coordinating Sheet Pile for Tower and Silo's Bored Pile works
- Preparing project weekly reports to client and owner
- In charge for material approval to client
- Checking materials quality and standard conformity
- Conducting daily PEP talk to workers
- Act as safety officer

Position: Office Engineer

Company Name: LKY Development Corporation

Duration: August 11, 2015 up to July 24, 2016

Responsibilities:

- Project Monitoring for Labor and Material Cost
- Site Coordination
- Daily Inventory and materials cost comparison
- Act as document controller
- Various project documentation and coordination

Position: Technical Assistant

Company Name: First Balfour Inc.

Project: AES Masinloc, Zambales

Duration: November 26, 2014 up July 7, 2015

Responsibilities:

- Working with the instruction from Project Manager regarding project coordination with the Management Team.
- Giving assistance to Project Management Team regarding clients queries and site status

- Checking Project billing with complete attachments
- Investigate the construction site
- Estimate the quantity of raw materials, labor and equipment, required for the project

Position: Civil Engineer

Company Name: Interline (B) SDN.BHD

Project: Various Roofing and Cabin Works -Brunei Darussalam

Duration: September 16, 2013 up to April 30, 2014

Responsibilities:

- Report to General Manager
- To plan and identify the department objectives and to execute, co-ordinate and review its activities in achieving the short, medium and long term objectives.
- To monitor, collect, analyze and produce statistical and management reports for management review
- To co-ordinate and issue clear instructions to technical staff relating to activities in the department.
- To administer and standardize daily operations/activities to ensure efficiency and productivity in the department
- To monitor and react to any external changes that might affect the company policies and procedures.
- To prepare bill of quantities and cutting list for all incoming project.
- To carry out project related activities, to coordinate and report to General Manager on the progress and development of the projects.
- To ensure that all work accomplished harmoniously to the original approved drawing before handing over of the project
- Able to carry out a thorough inspection to identify the completion of work scope by relevant parties
- To act as a document controller.

Position: Office Engineer

Company Name: ACRO Industrial Development & Construction Corporation

Project: Globe Telecom- Luzon, Visayas & Mindanao

Duration: May 2006 up to February 19, 2012

Responsibilities:

- Reports to the Project Manager/Vice-President/President
- In-charge of all site documentations such as:
 - Request preparation and coordination for sites access pass and work permit authorization
 - Preparation and submission of projects closing out documents; includes As Built Plans, Pre-Construction Permits, Post Construction Permits, Warranties, Materials Manuals, Acceptance Certificates and soft copies of files.
- Representative for preparation and witnessing materials testing for the following:
 - Concrete Testing
 - Field Density Test
 - RSB Testing
- Representative for meeting with clients queries regarding project status
- Attending preliminary bidding.
- Preparing Accomplishment Report per project
- Perform such other duties as management may assign such as:
- Supervision of punch list rectification.
- Preparation Project billing with complete attachments
- Investigate the construction site

- Estimate the quantity of raw materials, labor and equipment, required for the project

Position: Technical Support Assistant

Duration: May 2005 to May 2006

Responsibilities:

- In-charge for filing and checking of SE reports, test results, request and other important record of the department
- Keep and update daily report for project manager
- Attending weekly meeting w/ client regarding project status.
- To control all documents and records to be safe and traceable.
- In-charge with the safekeeping and clerical work of Support & Coordination Group and Engineering Department
- Use designing tools to document the project specifications in detail and highlight its technical specifications in numerals
- Develop risk management plans in coordination with the project seniors

Educational Qualifications

- Course: Bachelor of Science in Civil Engineering
University: Technological University of the Philippines- Taguig
Year Graduated: July 15, 2011
- Course: Civil Engineering Technology
University: Technological University of the Philippines- Taguig
Year Graduated: July 29, 2005

SEMINARS/TRAINING ATTENDED

- Construction Occupational Safety & Health (COSH with Training of Trainers)
RBA-ENV'T., Health & Safety Consultancy & Training Solution
DOLE-OSHC Accreditation No.: 1030-0707717-0083
Room 313, JMK Bldg., 121 West Avenue, Quezon City Philippines.
February 26-29, 2020
- Occupational First Aid Training and Basic Life Support (BLS) Cardiopulmonary Resuscitation (CPR for Adult Only) with Automated external defibrillator (AED) for lay rescuer.
SMFI-Looc Mandaue City, Cebu
May 29-30, 2019
- Confined Space Attendant
AES Conference Rm.
Brgy. Bani, Masinloc, Zambales
March 26, 2015
- Scaffolding Workshop
First Balfour Inc. University
AES-MPPCL Housing Project, Brgy. Bani Masinloc Zambales
March 27, 2015
- ISO Appreciation Course
First Balfour Inc. University
Km 19 West Service Rd., Brgy. Marcelo, Sucat Parañaque City
March 10, 2015
- Geotechnical Engineering 101
Subsurface exploration and Foundation Engineering
Technological University of the Philippines- Taguig Campus

- March 4, 2011
- Construction Management
Technological University of the Philippines- Taguig Campus
February 24, 2011
- National Civil Engineering Symposium 2010
University of the Philippines Theater, Diliman, Quezon City
September 3, 2010
- Industrial Orientation Program (IOP)
Civil Engineering Technology Educational Tour
University of the Philippines-Los Baños
Los Baños, Laguna
Year 2003
- ON JOB TRAINING
NAMACON Construction and Development Corporation -Ready Mixed Concrete
Batching Plant
Brgy.Natatas,Tanauan City Batangas
October 11, 2004 - March 11, 2005

Personal Details

Name : Janneth Magno Briones
Birth date : 6th December 1983
Gender : Female
Hobbies : Photography, Reading and Networking
Nationality : Filipino

Professional Flexibility

- Willing to travel, relocate or work overtime if the work obligations demand so