

JAYARE M. DIZON

#21 Zone 3, Santa Ines Betis

Gua-gua Pampanga Philippines

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OBJECTIVES:

To work with diversified organization wherein my knowledge and experience will be utilized and apply in advanced, leading to a mutually compensating career.

SUMMARY OF QUALIFICATION

- Aflexible individual and a strong team player with positive attitude and ability to influence and create new outlooks.
- Experience in bid preparation, biddings of government and private construction projects.
- Experience in construction planning, implementation, monitoring and supervision.
- With excellent knowledge in quantity surveying, detailed cost estimates for Civil and Architectural works including basic MEPS.
- With knowledge in contracts and procurement system.
- Experience in conventional and hybrid formworks from design, fabrication, installation and efficiency to meet the desire production and schedules.
- Well verse in rebar cutting list and shop drawings.
- With knowledge in concrete design mix and having experience operating and working in a batching plant.
- With sufficient knowledge in construction standards and specification.
- Experience in construction of roads, bridges, hospitals, and Commercial buildings, Low cost and High-rise residential buildings, Schools and Warehouses, Transmission towers and Electro-mechanical works.
- Proficient in analyzing plans and details. (All trades)
- Working with approved construction plan and methodology. Strictly implementing company rules, guidelines and protocols. Having advanced technical knowledge for proper project implementation to achieve completion schedule in best quality and standards.
- Experience in handling office staffs and huge number of construction site direct manpower.
- Highly motivated, confident decision maker and good follower.
- Excellent skills in AutoCAD, Microsoft Office, Sketch-up and other related software's.
- Can work with less or without supervision.
- No excuses on time upon call of duty, honest and hardworking.

WORK EXPERIENCE:

Position Title: Engineering and Office Engr.
Organization: C.E. PADILLA CONSTRUCTION INC.

Covered Date: (Feb. 2023 - Present)
Project: Head Office Base

Duties and Responsibilities:

- Quantity and cost estimator for incoming projects.
- Monitoring of cost & actual expenses of various projects
- Closing up completed project.
- Prepares project proposal and Bidding documents.
- Understanding project specifications and developing time schedules and budgeting.
- Ensuring all projects completed on time and within budgets.
- Analyzing technical drawings and providing material and cost estimates.

Position Title: Project Manager (Subcon)
Organization: MBJD Mechanical and Civil Eng'g Services

Covered Date: (Jan. 2022 – Jan. 2023)
Project: Sky Regency Residences

Duties and Responsibilities:

- Understanding project specifications and developing time schedules and budgeting.
- Observing existing processes, analyzing staff performance, and addressing deficiencies accordingly.
- Monitoring and tracking project progress, and writing up reports.
- Delegating tasks and ensuring workers receive feedback.
- Communicating with managers, supervisors, and the rest of the team.

Position Title: Project Manager
Organization: Nummer ETT Construction Inc.

Covered Date: (May 2021 – Dec. 2022)
Project: High-rise buildings (Arc Tower)

Duties and Responsibilities:

- Project management and monitoring.
- Preparation of project budgetary prior for implementation.
- Preparing all necessary documents needed by the client, working with target schedules, preparing proposal for new contracts and additional works, utilization and organizing works of General contractor.
- Preceding weekly meeting with the client, all trade-contractors and sub-contractors.
- Preparing Contract for sub-contractors.
- Preparing billing.
- Reporting to the company management for all concerns and commitments.

Position Title: Project In-charge
Organization: Roche Construction Nigeria

Covered Date: (Feb 2019 – Nov. 2019)
Project: 365 – 2 storey Precast School Buildings

Duties and Responsibilities:

- Project management and monitoring.
- Full site supervision and actual implementation.
- Reporting to the company management.

Position Title: Project Manager
Organization: Flores-Sagad Const

Covered Date: (Feb. 2016 – Jan 2019)
Project: 7 Storey Steel Parking Building

Duties and Responsibilities:

- Project management and monitoring.
- Preparation of project budgetary prior for implementation.
- Preparing all necessary documents needed by the client, working with target schedules, preparing proposal for new contracts and additional works, utilization and organizing works of General contractor.
- Preceding weekly meeting with the client, all trade-contractors and sub-contractors.
- Preparing Contract for sub-contractors.
- Preparing billing.
- Reporting to the company management for all concerns and commitments.

Position Title: Exec. Asst. to the President
Organization: Bislig Venture Const. Dev't Corp.

Covered Date: (Sept 2014- Jan 2016)
Project: All projects

Duties and Responsibilities:

- Assisting the company President.
- Recommending for approval.
- Project and resources coordinator and approval.
- Presiding weekly meeting with the whole management, client, all trade-contractors and sub-contractors.
- Preparing Purchase orders and Contract for sub-contractors.
- Preparing all projects billings.
- Reporting to the client and company management for all concerns and commitments.

Position Title: Engineering and Planning Head
Organization: C.E. PADILLA CONSTRUCTION INC.

Covered Date: (Sept, 2012 – Aug, 2014)
Project: Head Office Base

Duties and Responsibilities:

- Estimator
- Monitoring of cost & actual expenses of various projects
- Prepares project proposal and Biddings documents.
- Prepared progress billing for various projects.
- Submission of working drawing and proposals.

Position Title: Precast Production Manager
Organization: ROCHE CONST. NIGERIA LTD.

Covered Date: (Apr, 2012 – Sept., 2012)
Project: ROCHE YARD, NIGERIA

Duties and Responsibilities:

- Project In-charge, supervision and project cost monitoring.
- Implementing company rules and company management system.
- Prepares monthly progress billing, weekly reports and correspondence letter.
- Prepares and estimates Project Budgetary.
- Working as per planned.
- Manpower and Equipment daily Utilization schedule
- Weekly reporting to the Management.

Position Title: Project Engineer
Organization: YOUNG BUILDERS CORPORATION

Covered Date: (Oct. 2010 – Mar. 2012)
Project: 34 storeys Winland Tower

Duties and Responsibilities:

- Technical supports
- Planning, design, estimates and implementation of formworks.
- Prepares reinforcement bars cutting list using AutoCAD and quantify orders needed on site.
- Certifying all necessary permits (e.g. Pouring & Closing forms permit)
- Prepares monthly progress billing.
- Evaluate & certifying sub-contractors weekly progress billing.
- Manpower and Equipment Utilization

Position Title: Estimator
Organization: C.E. PADILLA CONSTRUCTION INC.

Covered Date: (Jan. 2009 – Sept. 2010)
Project: National Kidney Diagnostic Center

Duties and Responsibilities:

- Prepares bidding documents for the above project.
- Quantity surveys & cost estimates.
- Prepares & secure all necessary documents to starts actual construction.
- Supervision & project monitoring.
- Quantity & Cost controller.
- Prepares form materials & reinforcement bars cutting list.
- Coordinate with the 3rd party consultants.
- Prepares & quantify variation orders.
- Prepares monthly progress billing.
- Evaluate & certifying sub-contractors weekly progress billing.
- Weekly reporting to the company President for the concerns, issues and solutions.

Position Title: QS and Cost Engineer
Organization: DYNAMIC BUILDERS AND CONST. CO. INC

Covered Date: (May 2006 – Nov 2008)
Project: Office and Site

Duties and Responsibilities:

- Assisting in preparation of bidding documents.
- Quantity take-off & cost estimates.
- AutoCAD Operator and Shop drawing
- Prepares form materials & reinforcement bars cutting list.
- Prepares & quantify variation orders.
- Prepares as-built drawing.
- Estimates materials needed in the site.

Position Title: Junior Site Engineer
Organization: ALPHAOMEGA INTEGRATED CO. INC

Covered Date: (Apr. 2004 - May 2006)
Project: Expansion of Bacolod Sub-station

Duties and Responsibilities:

- Assisting the project engineer.
- Take-off quantity of materials needed in the site.
- Land survey works and lay-out of the structures.
- Prepares punch listing and as-built drawing.

SUB-CONTRACTING JOB under J.M. DIZON CONSTRUCTION

ENTITY	PROJECT	SCOPE	PROJECT COST	DURATION	YEAR
A.P. Canlas Const. & Dev't Corp.	Tanza Specialist and medical Hospital	Various scope	800k	90days	Done 8/8/2020
	Imus South Medical Hospital	Various scope	1.4m	100days	Done 10/20/2020
	7storey Expansion of Pamplona Hospital	Completion of Basement & Completion of 8 th floor civil works	3.476m	120days	Done Apr. 2021
Mr. & Mrs. Retuerne	Residential buildings with Swimming pool	Various scope	2.2M	150 days	2018-2019
R.C. Ramos Const.	2 StoreyPelco Building	Various scope	1.6M	130Days	2018
C.E Padilla	Cebu City Medical Center	Civil works	0.4M	30days	2018
A.P. Canlas Const.	Southcity Hospital and Med Center	Various scope	3.3M	180days	2017-2018
	Medical city of Paranaque	Masonry and painting works	5M	120days	
Reedsteel Fabricator Inc.	PUREGOLD GUIGUINTO	(Civil / Masonry and Architectural works)	4.5M	200 days	2011 - 2012
	Bataan 2020 (48Mx60m Warehouse Project)	Masonry works	1.8M	90 days	2013
	(C3 & C4 Foundation Project)	Civil works	3.2M	120days	2013 - 2014
	PUREFOODS PROJECT (REFRIGERATION & UTILITIES BUILDING)	Straight Contract	7M	270 days	2016-2017
YBC	Malolos Convention Center	Precast bleachers Roads and Site Devp.	2.8M 1.5M	180 days	2010 - 2011
	High-dense Two Storey Residential building	Straight Contract	5.8M	210 days	2011 - 2012
Mr. & Mrs Guerrero	Proposed 2 Storey Residential with Roof deck	Straight Contract (labor & matls)	2.4M	250 days	2013

SPECIAL SKILLS:

Computer Literate (Microsoft Office, AutoCAD, Paints, SketchUp7 and other related software.

Surveying Works (Total Station, Theodolite and leveling Instrument)

Internet Researcher

Driving Skill & can operate most of heavy equipment

Surfing and others.

EDUCATIONAL BACKGROUND:

BACHELOR OF SCIENCE CIVIL ENGINEERING (2004)

Tertiary: DON HORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY
Bacolor, Pampanga
1997 – March 2004

Secondary : DUMULOG NATIONAL HIGH SCHOOL
Dumulog, Roxas City
1993 – March 1997

Elementary : STA. INES ELEMENTARY SCHOOL
Gua-gua Pampanga
1987 – March 1993

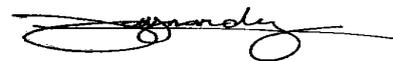
PERSONAL INFORMATION:

Birthday : August 28, 1980
Age : 42 Years old
Sex : Male
Birthplace : Bacolor, Pampanga
Civil Status : Married
Citizenship : Filipino
Religion : Roman Catholic
Height : 6'
Weight : 145 lbs.

CHARACTER REFERENCE:

Available by request;

I hereby certify that all the information written above is true and correct to the best of my knowledge and beliefs.



Jayare M. Dizon
Applicant