

Queenei J. Mondares

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Objective:

To obtain a challenging position that will enhance my skills and potential and broaden my knowledge in preparing myself to be professionally and globally competitive.

Education:

Bachelor of Science in Civil Engineering

University of Luzon 2012-2017

Skills:

- Knowledge in Microsoft Office Products (MS Word, Excel, PowerPoint)
- Good Communication Skills
- Hardworking, flexible and can-do work under pressure
- Ability to work in a fast-paced environment and handle multiple tasks simultaneously
- Organized and Reliable
- Willing to be trained/Initiative
- Research

Experience:

Social Media Marketer/Team Leader

We Whiten January-November 2023

- Responsible for searching for potential leads who are interested in our teeth whitening services, building connections and turning them into customers.
- Handled group of Social Media Marketers provides guidance, motivate and monitor their performance daily.

Project Engineer

Georavin Construction & Supplies March 2021-February 2022

- Prepared Bidding Documents including Technical and Financial Component
- Site Visit weekly to ensure the Progress of Projects
- Prepared weekly meeting such as Site Issues and its action plan
- Coordination with the Suppliers to deliver needed materials on time

Planning Engineer

Nikkyhei Enterprises December 2020-March 2021

- Responsible for look ahead schedule
- Prepared and Released Payroll

- Help the team implement plans and designs to achieve our goals

Office Engineer

Total Safe Development Construction, Inc. April 2019-July 2020

- Coordinate to the Sub-contractors regarding site activities
- Send letters to the management when there's changes on the plans
- Report the progress of projects to the Client
- Coordination with the Suppliers to deliver needed materials ahead of time

Civil Engineering Apprentice

Department of Public Works and Highways (DPWH) District IV November 2016-March 2017

- Assist with site investigations Calculating estimated costs for projects
- Review approved designs, calculations and procedures to make sure the plans meet building code requirements

Language:

English (Good)

