

KATRINA KLAIRE E. ELORDE

Registered Civil Engineer (Licensed No.: 0142614)

📍 672 Purok Little Baguio II, Brgy. Bani, Masinloc, Zambales 2211 Phil.

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DESIRED POSITION: **QA/QC Engineer**

OBJECTIVE:

To gain a solid foundation in a Private Corporate environment where my Knowledge, experience and skills in the construction industry would highly contribute to the company's successful project, and to provide excellent interpersonal skills in facilitating quality activities in an organization peak performance.

SKILLS:

- Computer Literate (**MS Office: Word, Excel, Power Point, Outlook**)
 - Engineering Software (**AutoCAD**)
 - Organizational and Management Skills
 - Civil Batch Plant and Laboratory Testing
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WORK EXPERIENCE:

❖ **STA. CLARA INTERNATIONAL CORP.**

2/F Highway 54 Plaza, 986 EDSA, Wack-Wack
Mandaluyong City Philippines

QA/QC Engineer

160MW BALAOI & CAUNAYAN Wind Power Energy - Caparispisan Pagudpod, Ilocos Norte.
NSCR-CP02 DOTr - PNR Project - Malolos to Balagtas Viaduct Elevated Railway
La Mesa Water Treatment Plant 1 Process Improvement - La Mesa Dam, Quezon City
February 2019 up to January 2023

Duties & Responsibilities

- Assists the QA/QC Head for the preparation of quality related documentations and reports.
 - Conduct regular site monitoring, surveillance and inspection during civil works process implementation.
 - Reviews technical specification and approved standard drawings and ensure the same are strictly implemented at site concerning civil works.
 - Responsible to witness and monitor of any civil field and laboratory related test such as sieve analysis, water test (chemical analysis), field density test (FDT), concrete compressive strength test and fresh concrete test together with 3rd party field and laboratory technician to insure that are carried out as per **ASTM, AASHTO, ACI** or any applicable international industry standard test methods.
 - Prepare inspection findings and insure substandard activities are rectified, where applicable and necessary issue a Surveillance Report, Non-Conformance Report, Site Observation Report, Corrective & Preventive Action Reports to insure action is addressed and rectified to prevent re-occurrence.
 - Responsible to inspect the work installation such as formworks and rebar's for fabrication of Bored pile, Pile Cap, Foundation, Pier Column, Segment and any other structure elements and measurement inspections as per approved shop drawing.
 - Conducts quality receiving inspection of materials to be used for all civil related activities.
 - Coordinates with client's engineers/inspectors during joint inspection of all civil works.
 - Assists the QA/QC Head in the preparation of civil hand-over documentation.
 - Monitors the rectification and closure of punch list items of the project prior to handover to the Client.
 - Performs other related job/ duties as may be assigned by the management from time to time.
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❖ **WHITEPORT INC.**

Unit 301, 3rd Floor Lancaster Building 622 Shaw Boulevard,
Barangay Highway Hills Mandaluyong, Manila, 1552 Philippines

Civil QA/QC Engineer

Dusit Davao Hotel and Residences
Maryknoll Drive, Sasa Road, Davao City
July 2017 – September 2018

Duties & Responsibilities

- Responsible for reviewing proof plans and approved materials
- Checks the drawing and conduct quality inspection to ensure that all outputs are based on contract
- Ensure that the site is ready for the inspection of the Consultant
- Completes the quality observation reports
- Coordinates with the consultant representative the problems, quality and specifications
- Prepare the letter of completion to be submitted to the Owner/Client
- Undertake proper course of action to close out all NCN/NCR (Non-Conformance Notice/ Non-Conformance Report)
- Responsible in the preparation of QA/QC Monthly Report
- Religiously attend toolbox meeting
- Performs other task that may be assigned from time to time

❖ **DRAGONHART CONSTRUCTION ENTERPRISE INC.**

30th Floor IBM Cyber Park Eastwood, Libis Quezon City

Civil QA/QC Engineer

Muntinlupa Sewerage System and Pumping Station
February 2017 – May 2017

❖ **D J. ALEXANDER PHILS. INC.**

Bgry.Bani, Masinloc, Zambales

Civil QA/QC Engineer

AES Employee Housing Facility Project
November 2015 – October 2016

Duties & Responsibilities

- Reviewing completed procedure to verify compliance with specified contract requirements and for format and contents, and ensuring that they are issued and distributed as applicable;
 - Conduct inspection of materials delivered to ensure compliance with specification prior to use or issuance;
 - Witness test and ensure that works performed are in accordance with the activity management plan;
 - Conduct testing together with the client for their approval.
 - Preparing of daily and weekly report for strict compliance.
 - Inspecting and monitoring the implementation of quality policies, procedures, programs and system;
 - Conduct joined inspection with the client's representative in the inspection of completed phase of work and ensure record of compliance are jointly signed.
 - Coordination with the site personnel to produce documented plan, procedures, work instruction and method of statement for activities before actual implementation;
 - Initiate preliminary punch listing in order to lessen rectification bulks at completion time;
 - Coordination with the site personnel to produce documented plan, procedures, work instruction and method of statement for activities before actual implementation.
 - Perform other duties that may be agreed with superiors.
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TRAININGS & SEMINARS ATTENDED:

- **Masinloc Coal-Fired Thermal Power Plant**
 - **Engineering Department**
Brgy, Bani, Masinloc, Zambales Philippines 2211
April – May 2013 Completed 220 hours of On-The-Job Training
- **Climate Change**
 - Moot Court, New Era University, Conducted by Engr. Geoffrey Cueto On August 2, 2012
- **Civil Engineering Specialization Congress**
 - "Taking Engineering to the Next Level"
On August 18, 2012 at Shaw Little Theater, De La Salle University-Manila
- **2012 National Civil Engineering Symposium And Company Talk**
 - On September 7, 2012 at Villamor Hall, University of the Philippines-Diliman
- **15th National Civil Engineering Students Conference**
 - On November 24, 2012 at Cebu International Convention Center, Cebu City
Conducted by Philippine Institute of Civil Engineers
- **Student conference of transportation research 2013**
 - February 21-23,2013 at Mapua Institute of Technology, Gymnasium
- **8th Annual Civil Engineering Talk: Seismic Risk Assessment in the Philippines through Civil Engineering**
 - On July 20, 2013 at University of the Philippines Diliman, Quezon City
- **Participant**
 - 1st Transportation Science and Engineering "Transhiz" Show
February 23, 2013 Mapua Institute of Technology
 - 3rd Bridge JPICE-MNL
Bridge Building Competition August 1, 2013 Adamson University (**3rd Place**)

EDUCATIONAL BACKGROUND:

- **ELEMENTARY**
Bani Elementary School 1998 – 2005 Bani Masinloc Zambales, Philippines
- **HIGH SCHOOL**
San Andres School of Masinloc 2005 - 2009 Bani Masinloc Zambales, Norte Philippines
- **Tertiary**
New Era University 2009 - 2014 No. 9 Central Ave. New Era, Quezon City
Degree: Bachelor of Science in Civil Engineering

CHARACTER REFERENCE:

- **Engr. Jesus Fernandez**
 - Civil Engineer (San Fernando Pampanga) Contact No.: 0905434114
- **Engr. Armengol Otamias**
 - Civil Structural Inspector (NSTren NSCR CP02) Contact No.: 09772886535

I hereby certify that all furnished are true and correct to the best of my knowledge and belief.

Katrina Klair E. Elorde
Signature