

# MANUEL A. DE JESUS, JR.

Present Add: Flat 2 Building No.222 Road No.3206 A'ali Block 732

Home Add: Blk 8 Lot 17 Camella Subd. Legazpi City Albay 4500

Mobile: +973 34103172

Email: [manny\\_dj67@yahoo.com](mailto:manny_dj67@yahoo.com)



## **CAREER OBJECTIVE:**

*To utilize my qualification as a knowledgeable and skilled, certified Civil Engineer in the specialized fields of building, management construction and ISO 9001 auditing. And to provide technical and engineering expertise in development, project management, construction of buildings (residential and non-residential), civil engineering works, and infrastructure projects*

## **SUMMARY of QUALIFICATIONS:**

*A highly dedicated and professional Engineer with 15 years of extensive experience in construction projects including roads, commercial and building structures. Built a strong reputation for being stable, responsible and committed in delivering exceptional quality work. Team Player with strong expertise in developing & implementing procedures and construction methodology.*

## **PROFESSIONAL EXPERIENCE:**

Company: **GABS CONSTRUCTION & SUPPLY**

Position: Civil Engineer/Project Engineer

Address: Legazpi City, Albay

Date: October 1, 2022 – Present

Company: **SKYE MXXI Construction**

Position: Civil Engineer; GM

Address: Legazpi City, Albay

Date: Jan. 2022 – Sep. 15, 2022

### **Duties and Responsibilities:**

- ✚ Overall in-charge & overseeing daily operations of the business
- ✚ Developed and Implementing growth strategies
- ✚ Created and managed construction proposals & budget
- ✚ Analyze accounting and financial data.
- ✚ Researched and Identified growth opportunities.

Company: **HI-TONE CONSTRUCTION & DEVELOPMENT CORPORATION**

Position: Project Engineer

Address: Legazpi City, Albay

Date: Jan. 2021 – Dec. 2021

### **Duties and Responsibilities:**

- ✚ Took responsibly/accountably for receiving approved submittals from client representative/consultant and notifying the project foreman of potential schedule impact.
- ✚ Assisted Project Manager by preparing all necessary back up relating to change request.
- ✚ Prepared timely completion of all required project close-out documents per contract
- ✚ Proactively managed projects to achieve quality, schedule, budget, and safety.
- ✚ Utilized and maintained tools: schedule and document management to track and record project performance

Company: **HARINSA CONSTRUCTING COMPANY W.L.L/ECISA INTERNATIONAL GROUP**

Project: **WALDORF ASTORIA HOTELS & RESORTS (Full-Time)**

**JW MARRIOTT HOTEL TOWER (Support)**

Position: QA/QC Manager  
Address: Doha, State of Qatar  
Date: March 2013 – June 2019

**Duties and Responsibilities:**

- ✚ Prepared the procedures/instructions as necessary to control the works under my responsibility, approving documents in accordance with the authorities delegated to my department by the management.
- ✚ Conducted and carry-out audits within the construction projects project team and including sub-contractors.
- ✚ Assured consistent quality of product & site quality outputs by developing and enforcing effective quality management systems, validating processes; providing documentation, managing staff.
- ✚ Directed, through QC Engineer/supervisor, workers engaged in inspection and testing activities to ensure continuous control over and quality materials, components and assemblies.
- ✚ Accomplished quality assurance objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining QC Engineers/supervisor and inspectors. Communicating, preparing and completing action plans.
- ✚ Maintained and improved component and assembly quality by completing audits, investigating internal and external client complaints, working with other members of management to develop applicable construction material and engineering design improvements and constructing & inspection methods.

Company: **HARINSA CONSTRUCTING COMPANY W.L.L/ECISA INTERNATIONAL GROUP**

Client: **Qatar Foundation**

Position: QA/QC Engineer

Address: Doha State of Qatar

Date: June 2011 – June 2013

**Duties and Responsibilities:**

- ✚ Decided for the procedures and plans for the applicability and encounter any necessary changes to the methods for correcting cycles.
- ✚ Assisted and reported to the QA/QC Manager.
- ✚ Coordinated with the Site Engineer to ensure proper arrangements are taken for the work.
- ✚ Implemented Project Quality Plans, Document Submittals, Non-conformance Control, Calibration and Measuring Equipments, Quality Audits etc.
- ✚ Accountable for receiving approved submittals from client representative/consultant and notifying the Construction Department of potential schedule impact.
- ✚ Carried-out Site inspection/Monitoring of works in accordance with the contract, approved design plans & specifications.

Company: **WBB SYSTEMS PHILIPPINES INC.**

Client: **NATIONAL GRID CORPORATION (NGCP)**

Position: Project Engineer

Address: Sorsogon, Albay Philippines

Date: October 2010 – June 2011

**Duties and Responsibilities:**

- ✚ Preparing complete, accurate and timely submittal logs for construction projects based on project drawings and specifications. · Monitor staffing needs, evaluate performance, and address employee relation issues as warranted for staff.
- ✚ Accountable for receiving approved submittals from client representative/consultant and notifying the project foreman of potential schedule impact
- ✚ Assisted Project Manager by preparing all necessary back up relating to change requests. Inform management of productivity, costs, quality control, document management and processing of applications for payment.
- ✚ Responsible for timely completion of all required project close-out documents per contract.
- ✚ Documented the quality and progress of each Subcontractor and Suppliers. Update Subcontractors and Suppliers of any changes to the plans, specifications and/or schedule. And Notify management of any issues that arise which affects quality, budget, progress and safety.

Company: **SKYE M BUILDERS**

Position: Project Engineer

Address: Daraga, Albay Philippines

Date: December 2009 – September 2010

**Duties and Responsibilities:**

- ✚ Proactively managed the project to achieve quality, schedule, budget and safety. Utilize and maintain tools: schedule and document management to track and record project performance during construction phase.
- ✚ Maintained customer (Owner, Subcontractor, and Supplier) relations and conduct project meetings.
- ✚ Documented & prepared reports of the quality and progress of each Subcontractor and Suppliers.

- ✚ Maintained customer (Owner, Subcontractor, and Supplier) relations and conduct project meetings. Ensure prompt payment from Owner and payment to Subcontractor and Suppliers occurs according to percentage complete timely upon receipt from Owner.
- ✚ Over-all in-charge and provided full time supervision of construction works

Company: **D.A. ABCEDE & ASSOCIATES Construction Project Managers**

Client: **SM Prime Holdings**

Position: **Civil Engineer**

Address: **Metro Manila, Philippines**

Date: **July 2007 – January 2009**

**Duties and Responsibilities:**

- ✚ Conducted Site Inspection and Monitoring of the on-going development of construction.
- ✚ Preparation/Evaluation of billing of Contractor per accomplishment
- ✚ Evaluated of Owner-furnished materials delivered and Weekly Work Accomplishment.
- ✚ Developed & preparation of the bids proposal and Coordination with bidders for pre-bid and bidding.
- ✚ Supervised & inspection of Concreting works, Post-Tensioning & Stressting Works/Activities
- ✚ Overall Engineer-in-charge in site development works, aluminum composite panel works & Masonry Works
- ✚ Did estimates, reviewed construction plans and coordinated with the general contractor regarding project schedule, witnessed material & field testing and prepared the necessary reports.

**EDUCATIONAL ATTAINMENT:**

**Mapua Institute of Technology – Intramuros, Manila Philippines ( 2001-2005 )**

**Bachelor of Science in Civil Engineering**

**Aquinas University Science Oriented High School – Rawis, Legazpi City (1997-2001)**

**Sunshine Learning Center – Tagas, Daraga Albay (1991-1997)**

**Government Exam Taken:** Civil Engineer Licensure Examination

**Place / Date Taken:** Manila / May 2007

**Remarks:** Passed

**Registration No.** 0108417

**PROFESSIONAL ACCREDITATION & CREDENTIALS:**

1. **Professional Regulation Commission Registered Civil Engineer –Reg. No. 0108417**
2. **Philippine Driving License No. N04-07-013038 (validity 11/19/2024)**
3. **Certified Quality Management System Internal Auditor – Quality Austria Gulf**  
**Cert. No. QMSIA/13/10218/QAG**
4. **Lean Six Sigma White Belt Certified -Cert. No.TLKSQSTKGG-TWQRHMSH-RHJHJHPRHP**

**PROFESSIONAL AFFILIATION:**

1. **LEED PROJECT TEAM (USGBC LEED) – Member**
2. **PHILIPPINE INSTITUTE OF CIVIL ENGINEER (PICE) – National Chapter Member**
3. **AMERICAN CONCRETE INSTITUTE (ACI) - Member**

**SKILLS**

Ability to follow verbal and or written instructions • Ability to establish and maintain working relationships with co-workers • Strong teamwork attitude and ability to motivate the team members, significant communication skills, fast and multi-task execution capabilities. Interpersonal Skills; Strategic Planning; Project Management ; Quality Management; Detailed-Oriented Teamwork; Flexibility; Leadership; Problem Solving; Quality Control; Time Management; Cost Management; Internal Auditing Field & Material Testing; Trainings

**PERSONAL DATA**

Born in Legazpi City Philippines on November 19, 1982. Single, 1 child/son, Filipino citizen, Christian and above-average communication skills, fluent in English and Filipino.

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

**MANUEL A. DE JESUS, JR.**