



KATHLEEN [REDACTED]

Project Engineer

ABOUT ME

I am a professional project engineer who is responsible for all technical and engineering aspects of the project. I am specializing in monitoring and leading the project, currently looking for a full-time position to expand my skillset.

- Date of Birth: November 24, 1996
- Place of Birth: Parañaque - Metro Manila
- Citizenship: Filipino
- Civil Status: Single
- Age: 26

- ☎ [REDACTED]
- ✉ [REDACTED]
- 📍 [REDACTED]

EDUCATION

Bachelor of Science in Civil Engineering

[REDACTED]

Jun 2014 - Dec 2019

EXPERTISE

- Project Management
- Problem Solving
- Creativity
- Leadership
- Planning
- CAD Operating

REFERENCES

[REDACTED]
 [REDACTED]
 [REDACTED] [REDACTED]
 [REDACTED] [REDACTED]

[REDACTED]

Master Teacher I

Phone: [REDACTED]
[REDACTED]

WORK EXPERIENCE

○ Oct 2021- Present

[REDACTED]

Project Engineer I

- Participated in preparing detailed project plan to schedule key project milestones, workstreams & activities.
- Outlining a budget based on requirements and tracking overall costs to deliver project on budget.
- Tracking projects and providing regular reports on project status to project team and key stakeholders.
- Managing the relationship and communication with the client and all stakeholders, ensuring the project is delivered to their satisfaction.
- Preparing and validating Subcontractor billings and Manpower billings for assigned projects.

○ Apr 2021 - Oct 2021

[REDACTED]

Jr. Project Engineer

- Preparing, scheduling, coordinating, and monitoring of assigned projects.
- Formulating project parameters and assigning responsibilities to the most capable employees and monitoring the project team.
- Interacting with clients, interpreting their needs and requirements, and representing them in the field.
- Monitor progress and make adjustments as needed.
- Develop and manage detailed project schedule and work plan

○ Sep 2020 - Apr 2021

[REDACTED]

Jr. Project Engineer

- Interpreting project briefs and meeting with clients, engineers, and architects to ensure all blueprints and technical drawings are completed to specifications.
- Producing rough sketches and using CAD software to prepare detailed drawings, plans, and blueprints.
- Visiting sites to gather information, and determine limitations and feasibility of designs.
- Ensuring drawings are compliant with building regulations and engineering principles.