Name:
DOROPAN, YOLYBETH M.
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Email Address : yoly_beth@yahoo.com
Nationality : **FILIPINA**

My widespread experience has proved my ability that I am capable to effectively complete the duties in an outstanding standard. Value the importance of honesty, sincerity and hard work. I have a recognized knowledge on civil engineering principles & procedures and having work experience 3 years in Real Estate/Construction Company in Philippines and on-going experience in a Fire Protection Company in Qatar.

Educational Qualification : **LICENSED CIVIL ENGINEER / MASTER PLUMBER**

Technical Qualification : **QUANTITY SURVEYOR/COST ESTIMATOR/QUALITY CONTROLLER/AUTOCAD OPERATOR**

Academic Qualification : BACHELOR OF SCIENCE IN CIVIL ENGINEERING
UNIVERSITY OF SOUTH EASTERN PHILIPINES
DAVAO CITY, PHILLIPPINES (2007)

Skills & Competency : KNOWLEDGEABLE IN COMPUTER **WINDOW & NON-WINDOWS APPLICATION (MS EXCEL, WORD, POWERPOINT) & 2D AUTO CAD**

Trainings/Seminars:

- **Orientation: Basic Building Trade under the Industry Exposure Program for Engineering Students – April 2006**
- **DPWH** (Department of Public Works and Highways) **ON-THE-JOB Training – April - May 2005**
- **ASAJE REALTY CORPORATION ON-THE-JOB Training – April - May 2006**
- **Basic Supervisory Development Program (October 2009)**
- **1st Joint PICE (Philippine Institute of Civil Engineers) – SEAD (Structural Engineers Association of Davao, Inc.) Technical Conference – March 2009**
  Topic: " Analysis and Design of Four Story Reinforced Concrete Building using STAAD Pro and the NSCP (National structural Code of the Philippines) 2001"
- **3rd Joint PICE (Philippine Institute of Civil Engineers) – SEAD (Structural Engineers Association of Davao, Inc.) Technical Conference – June 2010**
  Topic: " Earthquake Engineering: Static and Dynamic Analysis of Multi-Story Building Using STAAD Pro and NSCP (National structural Code of the Philippines) 2001.
- **STRUCTURAL DYNAMICS ANALYSIS Seminar – Workshop – October 2010**
  Applied to Multi-Story Buildings using the NSCP 2010 with Hands-on application using Mathcad and STAAD Pro Softwares.

EMPLOYMENT HISTORY:

From April 2011 – Present : **FIRESTOP INSULATION TECHNOLOGIES DOHA, QATAR**

Designation : **COST ESTIMATOR/AUTOCAD OPERATOR**

Duties and responsibilities;

- Prepares quantity take off for MEP (Mechanical, Electrical, Plumbing) passing through fire-rated walls and floors for various projects.
- Prepares firestopping material (3M/HILTI) take off based on the quantity of MEP penetrations and firestopping systems used.
- Prepares materials and labor cost for submission to Project Manager for review and approval.
- Prepares Quotations/Proposals for submission to Project Manager for review and approval.
- Prepares firestopping shop drawings for submission to main contractors for the approval of project consultants.
- Provide consultant approved shop drawings to site engineers.

From February 2008 – February 2011 : **ALSONS (Alcantara & Sons) Development & Investment Corporation**
Davao City, Philippines

Designation : **ESTIMATOR/QUALITY INSPECTOR/SITE ENGINEER**

Project Description : Developing 80 HA. land into one of the most high end and prestigious housing subdivision in Davao City, Southern Philippines.

Duties and responsibilities;

► Supervised and inspected various horizontal civil engineering works such as Slope protections (Soil Nailing, Micro-Piles, Semi-retaining wall, Bored Piles, Retaining Walls and Stone Masonry Works), Perimeter fence, Concrete Pipe Underground Drainage, Roads Construction and Park Hardscapes

- Communicates with the designer/architect for the various plans.
- Prepares work sheet analysis and segregate category of work involved in the project proposal.
- Assists in evaluating quotations obtained from different contractors, ensure quantities and specifications are in line with tender and projects specifications.
- Submits a consolidated (BOQ) Bill of Quantity in the format required by the manager
- Assists in preparing cost estimate for different phases of the assigned projects, advice the office engineer on possible cost over runs and on the action necessary to remain within the approved project budget.
- Ensures that measurements, variations and contractual matters are properly recorded and notified.
- Performs material take offs prior to the purchase requisitions for the projects and report any irregularities or discrepancies to the project management.
- Attends weekly meetings as required by the project manager to ensure that company's interests are protected always.
- Makes weekly physical accomplishment report (PAR) for the weekly contractor's coordination meeting and Internal Coordination Meeting with the Operation's Manager and Project Manager
- Performs and implements all post contract duties including but not limited to measurements, preparation of variations orders, and analysis of site design changes, interim valuation certificates, billings and evaluation reports.
- Maintains proper records of agreed measurement-oriented/Item rate variation with the client's authorized representative and ensure compliance with such rates.
- Ensures and evaluates the quality of works of each project assigned based on DPWH standards and done based on given plans and specifications.

- Coordinates with the survey team for the design elevations and exact location of structures before any activity.
- Guarantees that the depth of excavation, rebar, formworks, concreting and grouting was in accordance to given plans.
- Ensures the stability of base before any work will start for all the foundation works (95% Field Density Test).
- Monitors all materials used especially the Owner's Supplied Materials (OSM) and ensure that quantity of materials was in accordance to contract.
- Examines, controls and evaluates contractors billings and ensure the contractual obligations are satisfied and advice the project management on payments of the same.
- Assists in collaboration with the Cost Control Engineer in collecting the data to prepare financial reports and cash flow forecasts and financial and contractual matters related to work on site.
- Ensures the use of computer-aided programs for the preparation of cost estimates.
- Determining final costs of projects.
- Reviews and checks contractor's projects as built plans submitted.
- Expected to perform duties diligently and finished up the work for the day before leaving
- Expected to do a daily progress report and have the initiative to report to boss without being asked at end of the day.