



**Eileen Suzanne G. San Diego**

## CONTACT

**Address:**

1665 Merced Street, Paco Manila

**Phone:**

+63917.720.7882

**Email:**

[sandiegoeileensuzanne@gmail.com](mailto:sandiegoeileensuzanne@gmail.com)

## LANGUAGES

English– Fluent

Filipino/Tagalog – Fluent

## Certificates/Trainings

Retail Design Lighting

Construction Management

Fundamentals of Project Management

Monitoring Cost and Budget Control

Monitoring and Controlling Project Performance

Managing Risk & Issues in Projects

Managing Project Teams and Stakeholders

Agile Program Management

Project Management Professional Review Program

## PROFILE

- Licensed Architect –PRC No. 0034725
- 11 years' work experience gained from various fit-out projects such as Commercial/Retails, Residential, Mall lounges, Corporate/BPO Offices, Interior fit-outs works and Service maintenance for existing projects handled. Managing end-to end project delivery from project initiation, planning, procurement, and construction/implementation including project close out.
- Proficient in Design, Space Planning, Project and Construction Management and Implementation, Procurements and Coordination with Subcontractor and Vendors.
- Knowledgeable in quantity takeoff, cost estimates, value engineering, cost control, variation works, quality control.
- With experience in securing and processing PEZA , Bureau of Fire and local government standards (LGU Building Permit) certificates, requirements and regulations.
- Facilitates documentation and knowledgeable in Autocadd Drafting & Design (2D) Software, MS Office – Word, PowerPoint, Excel, Ms Project, SAP Application & Adobe Photoshop.
- Extensive knowledge of the methods, techniques and principles of project management.

## WORK EXPERIENCE

**January/2018 - Present**

**Project Manager**, Design and Build Department

Goudie Associates, Makati Philippines

Office Location: 30 Jupiter Street Bel-air Makati City.

**Responsibilities:**

- Leading project from initiation, design coordination, planning execution and project close-out.
- Close coordination with Stake holders, Designers, FF&E, Production drawings, Contractors, Vendors.
- Finalize project budget and certify all final payments and settlement of Variation Order if any; for D&B - coordinate with QS and contracts management.
- Conducts kick-off meeting, stake holders meeting, landlord and building coordination throughout the project.
- Overseeing technical documentations such as permits, tender package & construction drawing, budget, specifications, close-out documents and operations and maintenance manual.
- Close monitoring project defects and rectification works prior to final turnover to client.
- Submission of Close-Out Documents, Orientation or Training of End-User and Coordination on the release of construction bond from Landlord.
- Support and assist task for internal and external team to finish the project in schedule, following the plans and within the budget.

**Projects:**

- Washington Tudor Jewelry Renovation (March – Present)  
Location: GF Main Wing Shangri-la Plaza, Mandaluyong City.
- Leviste Proposed 2 Storey Comm'l Building (Feb – Oct 2020)  
Location: San Pioquinto Malvar, Batangas
- H&M Warehouse Office (January-March2020)  
Location: DB Schenker West Service Road, Paranaque
- 9F Lazada Refresh – Storage and Printer Room (Aug-Oct2020)

## ADDITIONAL SKILLS

---

Microsoft: Office Access, Word, PowerPoint, Office, Excel

2D Drawings: Autocadd, Photoshop

Schedule Programming: Microsoft Project

Business Tool for Resource Planning: SAP (to track business and customers interaction, planning and data management)

- 9<sup>th</sup> and 23<sup>rd</sup> Floors Lazada Net Park Fit-Out Office (July 2019-Present)  
Location: Net Park Building, BGC Taguig
- Hotel Lucky China Town (Aug.2018 – Present)  
Location: Reina Regente St. Binondo Manila
- Marsh Philippines (December 2018-January2019)  
Location: Net Lima Building, BGC Taguig
- 36F – 38F Merck Manila Office Relocation (May-Sept2018)  
Location: The Finance Centre, BGC Taguig
- Forever Living Fit-Out Office (Jan2018-May2018)  
Location: West Avenue, West Triangle, Quezon City

### February2017 – December2017

**Assist. Design Manager**, Hospitality Department  
Goudie Associates, Makati Philippines  
Office Location: Okada Manila - New Seaside Drive, Entertainment City Paranaque

#### Responsibilities:

Providing Design support for Project Manager, Design Managers, Construction Managers and Client including the following:

- Design Management
- Preparing documents associated with construction and project management such as coordinating, preparing and distributing monthly reports
- Prepare transmittals, drawing indexes and review drawings
- Organize drawings in CAD standards for project documentation and maintain CAD and network files documentation
- Respond to enquiries and provision of advice of design, RFI's and coordination with contractor/authorities with interpretation and clarification of issues related to Design.
- Attend meetings with Contractors, MEP Consultants, Authorities and other stake holders.
- Handle rectification works from previous inspection
- thorough checking and close monitoring on subcontractors shop drawings to ensure their works comply with project specs & standard

#### Project:

- Okada Manila  
Location: New Seaside Drive, Entertainment City Paranaque

#### Areas Handled:

- Villa A,B,C and D
- Casino Area – Public Area and Sky Casino
- Ballroom

### March2015 – February2017

**Project Manager**, Corporate Design Department  
Goudie Associates, Makati Philippines  
Office Location: 30 Jupiter Street Bel-air Makati City.

#### Responsibilities:

- Defines documents and executes supervision in all phases of the project. Prepares and maintains project plans and tracks activities as per plan, providing regular and accurate reports as appropriate.
- Monitors costs, timescales and resources used, and takes action for the successful completion of each project to agreed terms of reference.
- Establish overall project scope. Identifies, assesses and manages risks to the success of the Project Lead. Direct and deliver solutions for every client requirement for New Construction, Renovation and Refresh Projects.
- Manages and monitor the overall project schedule to ensure delivery of projects on time to support the client's execution of their vision in acceptable quality. Track, identify, manage, monitor and resolve project issues.

#### Projects:

- IPDI Head Office (Oct2016 – Jan2017) Design & Build  
Location: Tower 1 Pioneer Woodlands, Mandaluyong City
- Accenture 3F Cybergate Mall Recruitment Renov. Phase 2 Project (Sept – Dec 2016)  
Location: Cybergate Mall Robinsons Forum Mandaluyong City
- Tireboy Office Project (August – Oct 2016)  
Location: Panay Street, Quezon City
- Accenture 3F Phase 2 Recruitment Office Project  
Location: Cybergate Mall Robinsons Forum Mandaluyong City
- Accenture 4F Gateway Tower 2 Recruitment Project (March – June 2016 ) 4F Gateway Tower 2, Araneta
- Accenture GF Global One Recruitment Renovation Project (January – Feb2016) GF Global One Tower, Eastwood Libis
- Accenture 23F Data Center Expansion Project (Jan2015 – Feb2014) 23F Philam Life Tower, Paseo De Roxas Makati City
- Accenture 3F Cybergate Mall Recruitment Renov. Project (Dec 19, 2015 – Jan. 3, 2016) Cybergate Mall Robinsons Forum Mandaluyong City
- Accenture 20F Cybergate 2 Utilities Refresh Project (Sept – March 2016) 20F Cybergate Tower 2, Robinsons Pioneer, Mandaluyong City
- Accenture 7F Cybergate 1 Platinum Room Refresh Project (July – Nov 2015) 7F Cybergate Tower 1, Robinsons Pioneer, Mandaluyong City
- Accenture 17-18F Gateway Refresh of all Managing Director's Room (July – Oct 2015) 17F Gateway Tower 2, Araneta Cubao Quezon City
- Accenture 17F Gateway 2 Anthem Room Refresh Project (July – September 2015) 17F Gateway Tower 2, Araneta Cubao Quezon City
- Accenture 17F Global One Refresh Project (May – July 2015) 17F Gateway Tower 2, Araneta Cubao Quezon City
- Accenture 23F Cybergate Tower 2 New Office (March – June 2015) 20F Cybergate Tower 2, Robinsons Pioneer, Mandaluyong City
- 

#### **January2014 – March2015**

#### **Project Engineer/Architect, Engineering Department**

E.E. Black Limited (An Affiliate of Tutor Saliba Corporation, Sylmar California)

Office Location: 2F 111 Paseo de Roxas, Legaspi Village Makati City

#### **Responsibilities:**

- Undertake site supervision of installations of Architectural, Interior Fit-outs and Civilworks.
- Ensure the document control and Construction Methodology is initially established and documented.
- Implement, review plans, regularly inspect and supervise, control the quality of project, and monitor continually throughout the construction project delivery.
- Involved in Engineering Estimates and Bid Preparation. Correctly address the technical requirements of Specifications, Drawing Plans, Scope of Works, Permit Requirements and other problems that may arise during progress of Projects.
- Evaluates, negotiates, recommends and award of certain works for qualified sub-contractors and vendors/suppliers.
- Quantifies variation cost and negotiates with Owner's representative and sub-contractors.

#### **Projects:**

- Google TX VIA Net Lima Phase 2 Expansions Project (March 2014 – May 2014) 25th Floor Net Lima Building, 5th Ave., corner 26th E-Square IT Park, BCG Taguig City.
- Google TX VIA Upper McKinley Reconfiguration Project (May 2014 – July2014) 7th & 8th Floor 8/10 Upper McKinley Building, McKinley Hill Cyberpark, Fort Bonifacio Taguig City.
- Google TX VIA Net Lima 14F Google Lab Room Project (August 2014 – September2014) 14th Floor Net Lima Building, 5th Ave.,

- corner 26th E-Square IT Park, BCG Taguig City.
- SGV Training Facility Project (October 1, 2014 – November 15, 2014) 6760 Ayala Avenue, Makati City.
- SGV Bankmer Project (November 15, 2014 – December 15, 2014) Ayala Avenue, Makati City.

#### **May2013 – December2013**

##### **Contracts Engineer (Project Coordinator), Project Engineering**

Department

E.E. Black Limited (An Affiliate of Tutor Saliba Corporation, Sylmar California)

Office Location: 2F 111 Paseo de Roxas, Legaspi Village Makati City

Projects:

- Asian Hospital Tower 2 Medical Center (June 2013- December 2013) Filinvest Corporate City, Alabang, Muntinlupa City
- Citibank Net Lima (December 2013- February 2014) 21st Floor Net Lima Building, 5th Ave., corner 26th E-Square IT Park, BCG Taguig City

#### **May2012 – May2013**

##### **Estimating Group/Quantity Surveyor Engineering Department**

E.E. Black Limited (An Affiliate of Tutor Saliba Corporation, Sylmar California)

Office Location: 2F 111 Paseo de Roxas, Legaspi Village Makati City

Responsibilities:

- Performs Architectural, Earthworks Quantification and attends Reconciliation with Quantity Surveyors.
- Participated in preparation of bidding, involves in engineering bids and estimates, procurement, commercial and technical evaluations, and bid preparations for the following projects below:

Bid/Tender:

- UGF, 2F, 9F, & 10F Asian Hospital and Medical Center – Alabang, Muntinlupa City
- Knowles Electronics – Mactan, Cebu.
- 2F to 6F HSBC New Alabang Office Fit-Out Project – Alabang, Muntinlupa City
- Manhattan Gardens Showroom Renovation Project – Gateway Mall, Cubao, Quezon City
- TX Via Philippines, Inc. Expansion Google Project – 14th Floor, Net Lima Bldg. BGC, Taguig City
- TX Via Net Lima Phase 2 Expansion Google Project
- TX Via Net Lima 14F Google Lab Room Project • Level 12 Infosys Manila Project – Alabang, Muntinlupa City
- Medical City 9F – Ortigas •
- Solaire Project – Pasay City
- Teletech 2 Ecom – Pasay City • Aboitiz New Office
- ADP Glorietta BPO
- AIG Tower
- Avatar Globe Project
- Knightsbridge Century Properties
- Citibank Net Lima Project
- Crimson Ballroom Hotel – Cebu City

#### **May2009 – April2012**

##### **Design Officer, Retails Department**

SM Engineering and Design Department

Office Location: SM Corp Head Office MAAX Building MOA Complex Pasay City

Responsibilities:

- Architectural Design Concepts, Space planning application and Budget Management
- Preparation of all working drawings, specifications sheets, budget approvals, time schedule, selection of contractors and vendors,

- procurement of materials and delivery on site.
- Implementation of approved design and work supervision
- Facilitates proper endorsement of service/maintenance works to Operations Department
- Closely checking and monitor site and all part thereof as well equipment are in good condition and properly maintained.
- Works closely with contractors, engineers, surveyors, construction specialist, tenants and officials on site ensuring that the design works are carried out to specific standards and oversees projects from beginning to end making sure that will meet company policies, standards on design and image, management standards, rules, laws and regulations on construction.
- Guarantees that any design problems which arises are quickly resolved and confirms design alterations to existing structure and or advises on restoration and conservation of old properties.

#### Projects Handled:

##### Toy Kingdom (Toy World Inc.)

- SM Mall Of Asia, SM Pampanga, Megaworld Lucky Chinatown Mall

##### Ace Hardware:

- Savemore Broadway Centrum , SM Masinag, SM Tarlac
- SM Calamba, SM Consolacion, Savemore Apalit
- SM Cebu City , SM Consolacion Cebu

##### Watsons Health and Beauty

- Hypermarket Makati , SM Manila, Savemore Broadway,
- Savemore Masagana Taft, SM Tarlac, SM Calamba,
- SM Consolacion, SM Pampanga, SM Consolacion Cebu, SM Fairview

##### Star Appliance Center (Star Appliance Center Inc.)

- Savemore Broadway Centrum , SM Masinag, SM Tarlac
- SM Calamba , SM Consolacion, SM Cebu,

##### Global Pinoy OFW Lounge Branches:

- SM Davao, SM Bacolod , SM Sta.Mesa
- SM Tarlac , SM Valenzuela , SM Calamba

## **EDUCATION**

---

September 2019

Project Management Professional Review Program,  
Ateneo Center for Continuing Education (CCE) Graduate School of  
Business

May 2019 - October 2019

Diploma in Project Management, De La Salle – College of St Benilde

1997 - 2009

Bachelor Degree of Architecture, Adamson University

1986 - 1997

Primary and Secondary Education, Paco Catholic School

## **CHARACTER REFERENCE**

---

- Karen Masinas – +63908.2777218  
Position: Accounting Payroll Manager – Goudie Associates
- Mirachell Andres – +639173.106725  
Position: HR Manager – Goudie Associates
- Rosella Ballesil  
Position: Regional Design Manager – SM Design & Eng'g Department
- Catherine Maniquiz - +63926.1403628  
Position: Engineering Section Head – E.E. Black Ltd.