



SPALDING, SEÑOR RAPHAEL O.

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CERTIFICATIONS

SAFETY OFFICER 2

BOSH SAFETY PRACTITIONER
CN # 11413-092219-7617

EDUCATION

MAPUA INSTITUTE OF TECHNOLOGY

BS CONSTRUCTION ENGINEERING & MANAGEMENT
JUNE 2010- NOVEMBER 2014

TECHNOLOGICAL INSTITUTE OF THE PHILIPPINES

BS CIVIL ENGINEERING
NOVEMBER 2017- OCTOBER 2019

WORK EXPERIENCE

SHOPPING CENTER MANAGEMENT CORPORATION

BUILDING ADMINISTRATION OFFICER
June 2015–November 2017 – 2 years and 6 months

SM MALL OF ASIA

June 2015 to October 2016 – 1 year and 5 months

1. Served as one of several Building Administration Officers in one of the prestigious malls in the Philippines.
2. Was third in command of the said mall and took command in the absence of the Managers.
3. Work experience includes building operations maintenance and perimeter, supervision of management security, safety auditing, carpark, and engineering utilities.
4. In command of the mall's supervisors, maintenance crew, electricians, plumbers, telephone technicians, HVAC Technicians, pest control group and security personnel.
5. Carry out any other duties in the absence of the following: Key Custodian officer, Tenant Relations Officer, Resident Engineer, and Carpark Supervisor. Also, as a warehouse supervisor during emergency situations.
6. Implement House Rules & Regulations and Construction Guidelines to all mall tenants under operation or construction. Check the blueprints of the tenants from architectural to mechanical to certify that the standards are being followed with the guidance of Design Officers and Resident Engineers.
7. Handled customer concerns and complains with regards to mall service and tenant related incidents. Directly worked with and addressed concerns of business owners. Work with SM Legal if necessary.
8. Directly handled/monitor the construction and turnover of its facilities for **NORTH & SOUTH PARKING BUILDING PARKING EXPANSION and NORTH**

PROFILE

To establish a career in engineering where I can demonstrate the learning outcomes of the Civil Engineering program of the Technological Institute of the Philippines (TIP), a program accredited by the US-based outcomes-oriented ABET (Accreditation Board for Engineering and Technology), in a respectable firm where I can fully utilize my talents, knowledge, proficiency and interpersonal skills for the benefit of the firm.

CONTACT

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Pasig City, 16000

- & SOUTH FOOTBRIDGE.** Working together with the resident engineers, design officers, project engineers of SM Engineering department and ABCEDE in conducting punchlist and ensuring that the standards of SM is being implemented as planned. Directly reports the punchlist and all other activities to the senior manager of operations
9. Was assigned to maintain and purchase all safety materials and equipment's needed for **NORTH & SOUTH PARKING BUILDING HELIPAD.**
 10. Was assigned to be the **TEAM LEADER IN EVACUATION** during actual emergencies and was also the **BOMB SQUAD COMMANDER** for NORTH/SOUTH PARKING BUILDING. Working side-by-side with the CRS Manager and Visual Display department during the actual emergency drills as required by the both local and national government.
 11. Monitor, review, compute the cost and approves all service request and work permit of mall contractors and subcontractors particularly preventive maintenance, cleaning, security, pest control and others. Indeed, to ensure that any work contracted is being recorded, completed as agreed and at the cost quoted.
 12. Was assigned to maintain and take good care all gardens of SMOA. Maintenance and registration of mall vehicles.
 13. Reading and billing of utilities (electrical & water) of all construction company working inside the SM MALL from NORTH & SOUTH PARKING BUILDING EXPANSION, MANILA-ACAPULCO GALLEON MUSEUM, and MAIN MALL EXPANSION PHASE 1 AND 2.
 14. Reading and billing of utilities (electrical, water, LPG, and chilled water) of all tenants of SM Mall of Asia. Working with the accounting department.
 15. Assist Marketing department for big events like for instance GMA New Year's countdown, and concerts in the parking grounds. By providing security, engineering assistance and janitorial staff.
 16. Auditing, purchasing, restocking all needed materials and equipment's inside the warehouse. This is to ensure that all resources necessary for mall operations from cleaning, maintenance and even office supplies are being available.
 17. Call contractors for major repair and maintenance activities like for instance repainting works, rectification of fences and fixing the busted lights of Mall of Asia Signage.
 18. Supervise, approve and monitor all engineering works from major to minor especially **PREVENTIVE MAINTENANCE** of engineering equipment. I am also responsible in writing and giving memos to all mall tenants for them to be prepared especially during temporary shutdown of electrical and water system.
 19. Responsible in hauling of garbage and ordering gasoline for GENSET.
 20. Conducts tenant aesthetic, restroom checklist, clinic and officer checklist, and building checklist as part of maintenance.
 21. Report all night activities, presence of VIP, and incidents to Managers.
 22. Monitor, review, and approve all work permits from ingress/egress, marketing events, construction works, mall tenant works and activities etc.
 23. Monthly reporting orally and in writing to the managers about our accomplishment, projects and innovations.
 24. Writing to mall executives asking for supplemental budget for major works together with the Managers.
 25. Provide security support to SM Arena for crowd control as needed.
 26. Assist the head office HR department in entertaining new employees by giving them a tour inside the Mall of Asia.

SM EAST ORTIGAS

Oct. 2016 to Nov. 2017 – 1 year and 2 months

- 1) Served as one of the pioneers Building Administration Officers. Was assigned to the mall during the middle of construction up to operations.

- 2) Was second in command and took command in the absence of the Managers.
- 3) Work experience includes building operations maintenance, supervision of management security, safety auditing, carpark, and engineering utilities.
- 4) In command of the mall's supervisors, maintenance crew, electricians, plumbers, telephone technicians, HVAC Technicians, pest control group and security personnel. Carry out any other duties in the absence of the following: Key Custodian officer, Tenant Relations, Resident Engineer, and Carpark. I also answer the phone calls when necessary.
- 5) Monthly reporting to the Senior Vice President and Regional Manager about building activities, maintenance, innovation, special projects, construction punchlist and mall permits, income and revenue of SM East Ortigas Parking, and other problems.
- 6) Conduct punchlist to the mall construction projects in collaboration with the design officer and resident engineers. I also preside the meeting for weekly and monthly construction meeting to discuss all concerns. Calling the attention of construction groups for back-jobs.
- 7) Work with CO-BAO in filing and monitoring of building permits/license as required by both local and national government.
- 8) Assist the mall manager in budget preparation for mall and tenant utilities consumption.
- 9) Organizing and assist the CRS management in implement the Emergency Response Team. Working hand in hand to meet the mall security standards and safety prior appraisal and security audit. Was designated as the rescue and evacuation team leader.
- 10) Authored the key custodian logbook/turnover and creating of evacuation plan for the mall and mall tenants.
- 11) Assigned to handle the SMEO Terminal and work with transport groups to improve the quantity of customer going to the mall.
- 12) Since the mall doesn't have food court manager, I was assigned to handle the selling of SM bottles to the mall tenants, transport groups and even outside. I also handle the ice supplier and garbage collector provider to the mall.
- 13) Implement House Rules & Regulations and Construction Guidelines to all mall tenants under operation or construction. Check the blueprints of the tenants from architectural to mechanical to certify that the standards are being followed with the guidance of Design Officers and Resident Engineers. I was assigned to be the speaker about the house rules before tenant employees got their I.D together with the tenant relations manager.
- 14) Handled customer concerns and complains with regards to mall service: and tenant related incidents. Directly worked with and addressed concerns of business owners.
- 15) Conducts tenant aesthetic, restroom checklist, and building checklist as part of maintenance. Giving memo and monitoring them.
- 16) Report all night activities, presence of VIP, and incidents to Managers.
- 17) Monitor, review, and approve all work permits from ingress/egress, marketing events, construction works, mall tenant works etc.
- 18) Reading and billing of utilities (electrical, water, LPG, and chilled water) of all tenants of SM Mall of Asia. Working with the accounting department.
- 19) Assist Marketing department for big events in the main atrium. By providing security, engineering assistance and janitorial staff.
- 20) Auditing, purchasing, restocking all needed materials and equipment's inside the warehouse. This is to ensure that all resources necessary for mall operations from cleaning, maintenance and even office supplies are being available.
- 21) Call contractors for major repair and maintenance activities like for instance repainting works, rectification of fences and fixing the busted lights of Mall of Asia Signage.

- 22) Supervise, approve and monitor all engineering works from major to minor especially **PREVENTIVE MAINTENANCE** of engineering equipment. I am also responsible in writing and giving memos to all mall tenants for them to be prepared especially during temporary shutdown of electrical and water system.
- 23) Writing to mall executives asking for supplemental budget for major works together with the Managers.
- 24) Reading and billing of utilities (electrical, water, LPG, and chilled water) to all tenants of SM East Ortigas. Working with the accounting department.
- 25) Was also assigned to supervise the SM ANGONO and SM TAYTAY mall in the absence of Building Administration Officer.
- 26) Was assigned to maintain and purchase all safety materials and equipment's needed for SMEO HELIPAD.

SEMINAR AND TRAINING ATTENDED

- **Basic Occupational Safety & Health BOSH**
CN # 11413-092219-7617
Unit 1 2nd Floor Paraclete Building 1543 Quezon Avenue, West Triangle, Quezon City
September 22, 2019
- **AUTOCAD 2019 w/ Fusion 360 – 2D,3D, Color Rendering, Plot**
CN # AP0043095737744508842
Microcadd Cubao
April 7 to July 6, 2019
- **QUANTITY ESTIMATE (Material Take Off)**
Microcadd Cubao
Feb 10 to March 21, 2019
- **MS Office Basis 2019**
Microcadd Cubao
May 22 to June 15, 2019
- **ACI Philippines Student Convention 2019**
David M. Consunji Theater, Institute of Civil Engineering, UP Diliman, Quezon City
March 14, 2019
- **Basic Hotel Operations Seminar**
Manila Bay Ballroom Bayview Park Hotel Manila
March 08, 2010
- **Problem Analysis and Decision Making**
11/F Multi-Purpose Room 3, MAAX Building, Coral Way cor. J.W. Diokno Blvd., Mall of Asia Complex, Pasay City
April 05, 2017
- **CCTV Operator Training**
CCTV Room, CRS Office, SM East Ortigas Mall, Pasig
February 14, 2017
- **Bearing Stress, Stress management Seminar**
Seminar Room, Technological Institute of the Philippines, Quezon City
February 01, 2019
- **Pre-cast, Post-Tensioned and Glass Fiber Reinforced Concrete Production Plant - Educational Tour and Seminar**
Frey-Fil Production Plant, Krn 52 Brgy. Pungo, Calumpit, Bulacan
August 27, 2014
- **Career Development & Labor Education for Graduating Students by DOLE, PESO & POEA**
Seminar Room - Mapua University
September 04, 2014
- **Maintaining stability and buoyancy in great depths through water resources**
PE Center 1, Technological Institute of the Philippines, Quezon City
March 02, 2019
- **Effective Business Writing (Memos, Emails, Agendas, Minutes of Meeting)**
7th floor, Unit 705 F, ATLANTA CENTRE, 31 Annapolis St., Greenhills, San Juan City
- **Fundamental of supervision**
11/F Multi-Purpose Room 3, MAAX Building, Coral Way cor. J.W. Diokno Blvd., Mall of Asia Complex, Pasay City
March 01, 2016

- **Sustainable Transportation System**
North West Building MIT Intramuros, Manila
September 01, 2014
- **Effective Communication Skills**
Unit 201 Richbelt Tower, 17 Annapolis St., Greenhills, San Juan City, Metro Manila
February 07, 2019

REFERENCES

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ENGR. DIVINA R. GONZALES

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I hereby declare that all the above information is correct and accurate. I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge. I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge.



Señor Raphael O. Spalding