**KEVIN PENSOTES DELABAJAN**

Address: 9557 Kalayaan Ave. Guadalupe Nuevo, Makati

Email Address: kevindelabajan@gmail.com

Contact No: 0919 921 0700/0966 306 3722

**OBJECTIVE**

Seeking for a job where I can apply my knowledge and face challenging experience that will fully develop and improve my skills and grow professionally.

**WORKING EXPERIENCE**

Project Engineer

Global Max’s Services Pte. Ltd. ROHQ

April 2015 – November 2016

Job Responsibilities:

* Develops project objectives by reviewing project proposals and plans; conferring with management.
* Maintains project schedule by monitoring project progress; coordinating activities; resolving problems.
* Controls project plan by reviewing design, specifications, and plan and schedule changes; recommending actions.
* Prepares project status reports by collecting, analyzing, and summarizing information and trends; recommending actions.

Sr. Project Engineer

Max’s Kitchen Inc.

November 2016 up to December 2018

Job Responsibilities:

* Defines with the Design and Engineering Group the scope, goals and deliverables of the project.
* Collaborates with the Design and Engineering Group and with the departments on the preparation of the Project Plan (critical path method)
* Conducts pre-bid conferences, attends bidding and evaluates contractor bids.
* Prepare evaluations of contractors and suppliers.
* Monitors and controls project budget and project resources
* Monitor and controls project cycle time
* Monitors and tracks project deliverables using appropriate tools and provides periodic reports on the progress of projects to stakeholders.
* Directs changes in scope to achieve project outputs
* Evaluates and assesses project results
* Files as-built plans and Building & Occupancy permits
* Conducts bidding, award contractors and manages demolition and scrap disposal for store closures.

**EDUCATIONAL ATTAINMENT**

Tertiary: University of Makati

J.P Rizal Ext. West Rembo, Makati City

Bachelor of Science in Civil Engineering 2009-2014

**ON-THE-JOB-TRAINING**

Makati Development Corporation

Quality Assurance / Quality Control Engineering

March 2013 – June 2013

**SKILLS**

* Good Communication Skills in English & Filipino
* Able to handle Multiple Task
* Strong interpersonal skills and ability to work in a team environment.
* Can work independently with minimal supervision.
* Eligible candidate for next level leadership
* Exemplary performance in Project Management

**REFERENCES**

Mark Wilson M. Aba-a

Project Manager

Max’s Group Inc. – Design and Engineering

0998 845 2387

Paolo J. Esguerra

Project Engineer

Max’s Group Inc. – Design and Engineering

0945 485 4474

Arch. Aaron Dimaapi

Project Sr. Architect

Max’s Group Inc. – Design and Engineering

0998 960 3034

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



KEVIN P. DELABAJAN

Applicant