

# FRANCIS PAUL S. TOLETE

20 Concorde St., Airmen's Village, Pulang Lupa Dos, Las Piñas City

[+639152881940](tel:+639152881940)

[tolete.francispaul@gmail.com](mailto:tolete.francispaul@gmail.com)



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## Career Objective:

To work in a growth oriented company that will enable me to make use of my knowledge and skills, and will offer me the opportunity for increasing level of responsibility and professional development.

## Employment Record:

-  **Thaison Builders & Developer, Inc.**  
Gng. Pilar Banzon Street, BF Homes, Parañaque City
- Makes daily, weekly and monthly project accomplishment report
  - Makes progress billing and evaluates sub-con billing
  - Prepares Materials Request and Sub-Con Requisition
  - Estimates/quantifies work items based on approved for bidding/construction drawings and specifications
  - Prepare, monitors, and submits sub-con billing to HO-Accounting
  - Makes Request for Approval (RFA) and Request for Information (RFI) and submit to project management/consultant
  - Manage document control to include submittal schedules, contract documents, project records, accomplishment report, drawings and plans
  - Assist the Project Manager in the completion of the projects with adherence to the construction standard and policies at project site
  - Ensure safety and cleanliness of the construction site
  - Supervises the project through daily site inspection and monitoring
  - Liaise with project management/consultant, sub-con, owner's representative and other parties involved in the project
  - Performs additional assignments per the Project Manager's direction

August 13, 2018 – February 4, 2019

## Projects Handled:

- **Expansion and Renovation of Marikina Valley Medical Center –Office/Field Engineer**



### **Grabtech Management, Inc.**

550 Juan Luna St., Binondo, Manila

- Conduct project inspection every day.
- Perform quality inspections for all specified materials and check its proper installation from structural up to architectural finishes.
- Oversee and monitor all project planning and scheduling.
- Check/inspect standard performance or quality of work by the contractor.
- Attend Coordination meeting and prepares minutes of minute.
- Other tasks and responsibilities that may be assigned from time to time.

January 18, 2017 – May 26, 2018

#### **Projects Handled:**

- **Mall of Ace CenterPoint** – Project Engineer
- **Proposed Five-Story Multi-Purposed Building** – Project Engineer



### **Prompt Managers and Construction Services Inc.**

Unit 219, The Manila Residences Tower 2,  
2310 Taft Avenue, Malate, Manila

- Monitoring QA/QC related activities of the project
- Attend the monthly and weekly progress meeting and assist in preparation of Minutes of Meeting
- Coordinate with project consultants regarding project issues and concerns
- Evaluates weekly and monthly accomplishment reports of contractors
- Evaluates billing reports of contractors and suppliers
- Inspect the contractor's structural layout prior to concrete pouring
- Witness during concrete testing
- Ensures that contractors follow all safety precautions during work

June 1, 2016 – October 31, 2016

#### **Project Handled:**

- **STUDIO A RESIDENTIAL CONDOMINIUM**  
Project Engineer

#### **Educational Background:**

**Bachelor of Science in Civil Engineering**  
**University of Santo Thomas– Legazpi (Formerly known as Aquinas University of Legazpi)**  
Rawis, Legazpi city, Albay  
2009 – 2015

**PERSONAL BACKGROUND**

Age : 29 yrs. Old  
Sex : Male  
Citizenship : Filipino  
Date of Birth : February 29, 1992  
Place of Birth : Can Medical Clinic, Zone 1, Bulan, Sorsogon, 4706  
Height : 5 ft. 4 inches  
Weight : 171lbs

**OTHER SKILLS AND QUALIFICATIONS**

- ✦ Registered Civil Engineer in Professional Regulation Commission (PRC)
- ✦ Computer Literate (Microsoft Programs)
- ✦ Basic knowledge in engineering software: AutoCAD, STAAD, SketchUp, Primavera, MS Project
- ✦ Web Development using HTML5, CSS3, JavaScript
- ✦ Driving, Plumbing, Welding, PC build (Desktop)
- ✦ Ability to maintain a positive working relationship within interdisciplinary team
- ✦ Able to work with minimum supervision
- ✦ Communication skills, written and oral, with the ability to liaise effectively with a range of other professionals
- ✦ Strong analytical and problem-solving skills
- ✦ Accuracy and attention to detail

**CHARACTER REFERENCES** – available on request

**Francis Paul S. Tolete**

Applicant