**ALAN L. POBLETE**

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# **OBJECTIVE:**

# Project Coordinator

# **PERSONAL PROFILE**

* Dedicated professional attitude, work well with fellow employees, flexible and dependable.
* Ability to handle multiple assignments in highly pressured situations and make effective decisions in emergency and important situations or schedules.
* Computer proficient (Word, Excel, Powerpoint, Access, AutoCAD, etc)

# **EDUCATION**

* Professional Engineers of Ontario- On process
* OACETT’s Member, Recently passed PPE, CET- On process

# **Bachelor of Science in Civil Engineering**, University of San Carlos, Philippines

* **Passed the Civil Engineering Board Exam** in Manila, Philippines
* Evaluated by the World Education Services (WES) as a **Bachelor Degree in Civil Engineering for Canadian Equivalency**
* **Civil CAD Development Course (Canadian)**
  + **AutoCAD 2000(2D/3D) -Certificate**
  + **STAAD -Certificate**
  + **Primavera -Certificate**
  + **Civil Design, Survey -Certificate**
  + **Land Development -Certificate**
  + **Timberline -Certificate**
* **B.E.S** I and **BES II** (Building Environmental System), High Honours

Seneca College, North York, ON

## **PROFESSIONAL EXPERIENCE**

**Engineer II** June 1989– Dec 2000

City Engineers Office

City Hall

Catbalogan City, Philippines

* Examines, Processed and approved Building Permit applications in compliance with the City Code Law and in accordance with the National Building Code.
* Assisted the Chief Engineer in directing and supervising all municipal engineering projects and personnel.
* Designated as government Project Engineer with up to date finished small to large scale projects such as road constructions, school buildings and drainage systems.
* Preparing Program of Works, Estimates of Bill of Materials/Costing of various government projects like Roads and Highways, bridges, school buildings, wells, fish ports, drainage system, breakwater and other small to large scale projects for bidding purposes and government implementation.
* Coordinated with Civil/Architectural contractor's work, contract progress and inspection with respect to plans and specification.
* Planning and scheduling using Project Evaluation and Report Technique/ Critical Path Method (PERT/CPM)
* Assist agency and contractors Change Order forms.
* Assisted Draftsmen in building plans and specification preparation using AutoCad.

### **Construction Site Administrator** Feb 2001-Feb 2002

### Heathwood Homes, Brampton, Canada

* Prepares weekly work reports accomplished by all trades/sub-contractors.
* Prepares purchase orders for all construction materials and Completions Reports of all delivered materials by various construction suppliers.
* Daily prepares job memo before construction starts .
* Received and inspects all construction materials delivered on site.
* Assists City Inspectors to sign out Building permits.
* Assisted the site supervisor in inspecting completions done by trades.

**Engineering Technician (Part-time)** Mar 2002-July 2003

Construcion Testing Lab Ltd, 1585 Britannia Rd., East,

Mississauga, ON

* Preliminary site investigations, analysis, design engineering and report writing of a $6,000,000.00 project.
* Perform field and laboratory material testing for soil, concrete, asphalt, marble tile, ceramic tile, and concrete block.
* Perform anchor bolt full test, topping adhesion test, balcony railing load test, concrete maturity test and moisture emission test
* Prepare documentation and relevant materials of third party audit both for field and laboratory. Perform structural and architectural inspection to ensure conformance with specifications and ISO, ACI, ASTM and ANSI standards.

**Building Technician** Aug 2003-Oct 2011

SNC-Lavalin Profac/CBRE

361 University Ave, Toronto, ON M5G 1T3

* Perform general duties as maintenance (mechanical, electrical trouble shooting, lights, fire alarms, plumbing, minor building repairs (inside/outside), HVAC, life equipment service, dust/filter changing, building automation operation and orderliness of ORC Court house Building.
* Provide excellent customer service to tenants and Maintained Ground/Building Maintenance program including.
* Coordinated with all contractors to ensure quality insurance of work done in ORC Court House facility
* Implementing comprehensive Preventive Maintenance, KPI’s program for all systems and equipments in the facility.

**Building Operator** Dec 2011- Present

Brookfield Properties

207 Queens Quay

Toronto, ON

* Perform general duties as maintenance (mechanical, electrical trouble shooting, lights, fire alarms, plumbing, minor building repairs (inside/outside), HVAC, life equipment service, dust/filter changing, building automation operation Metasys Johnson Controls and orderliness of Commercial Building.
* Provide excellent customer service to tenants and Maintained Ground/Building Maintenance program including.
* Coordinated with all contractors to ensure quality insurance of work done in the building.
* Implementing comprehensive Preventive Maintenance, for all systems and equipments in the building.

# **PERSONAL DEVELOPMENT**

Certified Member of Joint Health and Safety Committee by WSIB Ontario

Complete Certificates of WHMIS, LO/TO, Fall Arrest, Ladder, Confines Space, Fire Protection, Working on Heights, etc.

Standard First Aide with CPR “C” and AED Responder by St John Ambulance

Associate Member, OACETT (Ontario Association of Certified Civil Engineering Technicians and Technologists), recently passed Professional Practice Exam (PPE), CET – On process