

***ELMER C.CALMA***

1441-Balagtas St.,LaPaz,Makati City ,Philippines

### Land Line :(+632) 5017424/Mobile Phone :(+63)9174974958

Email : [eccalma@yahoo.com](mailto:eccalma@yahoo.com) Skype: elmer922

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| **CAREER SUMMARY** | |
|  | Season in contract administration and commercial real estate / property management. Has in depth exposure in dealing with individuals, corporate and governmental institutions and negotiations. Proven ability in lease management. Skills on Project Supervision,Technical site survey, TSSR, Site Quality/Safety Audit and Inspection, Site Documentation and Acceptance, Project Planning, Reporting and Processes, Subcontractor Management, Coaching, Driving.Knowledgeable in computer ( MS Word, MS Excel, MS Powerpoint, , Adobe, and Microsoft Project Office) Enthusiastic and organized with exceptional follow-through abilities. Strong ability to promote teamwork. Experience in Outside Plant Implementation and Supervision includes FOC Installation bot aerial and underground construction.site survey and pole erection. |
| **WORK EXPERIENCES** | |
|  | **IRRAWADDY GREEN TOWERS INCORPORATED**  **308 Ahlone Road, Dagon Township, Yangon , Myanmar**  **June 10, 2014to March 31,2016**  *Position : Field Supervisor (Kachin State And Ayeyawardy Region and Rakhine State)*  *Functions*   * Evaluate and approve the site being acquired by the Site Acquisition and TSS contractor if the site is buildable and accessible and its within RF and Transmission Engineering parameters. * Coach, mentor, motivate and supervise project team members and contractors, and influence them to take positive action and accountability for their assigned work. * Supervise and Monitor tower construction and erection. * Conduct site Acceptance . * Identifies all needed resources and bottlenecks and provides solutions for it. * Manages and monitor day-to-day aspects of a project scope and specification. * Track and manage project milestones and deliverables of the sub-contractors. * Effectively applies methodology and enforces project standards. * Prepares for engagement reviews and quality assurance procedures. * Reviews and evaluates work change request and proposed alternative solution that is within allotted budget and standard specification. * Develop project documentations and ensure they are complete, current, and stored appropriately. * Reports to management on progress. * Minimizes’ exposure and risk on project.   **HUAWEI TECHNOLOGIES PHILIPPINES, INC.**  **53rd Floor PBCOM Tower, Ayala Avenue, Makati City**  **January 21 , 2013to June 8,2014**  *Position :* ***LTE – Project Manager***  *Functions.*   * Incharge for the LTE roll-out for South Luzon region i.e. TSSR,Equipment Deployment, Site Inspection, LTEinstallation,IntegrationandSite Acceptance. Manage and update other related Scope of projects . * Influence and obtain property owner consent on the proposed wireless antenna site installation. Coordinate with RF Engineering and construction personnel to ensure that the selected sites meet the engineering and construction requirements. * Involve with the day to day activity of Globe Nemesis Project i.e. Site preparedness secure access from the Building Owners/Administrator for the smooth access of the Telecom group * Monitors LTE TSSR approval from client. * Prepares material requisition to ensure the completeness of materials delivered to site. * Monitors delivery from warehouse to site. * Review LTE Acceptance documents * Organize and conduct coordination meeting with the contractor for project progress status and commitment targets schedule * Ensure that LTE integration and site activation schedule as   Plan .  **ECP-KJ SYSTEM PHILIPPINES , INC.**  **RM. 203 –J. Casim Building,5402-5404 Filmore St.,Palanan,Mkti.City**  **January 3 , 2012 to January 15, 2013**  *Position :* ***Head of Operations/Site Acquistion/Telecom/ Civil Works***  *Functions.*   * Monitors field and office operation. * Involve with the day to day activity of Globe Nemesis Project i.e. Site preparedness secure access from the Building Owners/Administrator for the smooth access of Telecom group . * Transmission Site Audit Cebu , Davao, Surigao and Batangas area. Installation of Huawei BTS 3900 and BTS 3900L. * Installation of ZTE equipment for SMART Communications. * Incharge for Approval and Installation of Cable Entrance Facilities for FTTH project. * Incharge for the outside plant project such as aerial cable rehabilitation of existing and new Fiber optic cable installation. * Civil works which include site survey (staking) trenching and excavation , conduit and manhole installation mandrelling. * Supervise construction for Outside Plant Cabinet , bridge attachment construction and cable entrance facilties construction * Manage and update other related scopes of the Project i.e Site acquisition up to Site Accepptance.   **ELTEL COMM (PHILS) INC.**  **18thFloor Philamlife Building, Paseo de Roxas, Makati City**  Nokia Siemens Networks –SMC/BELTELL Phase 1 Roll Out  March 1,2011 to September 9,2011  *Position:* ***Project Coordinator/Site Acquisition Supervisor***  *Functions:*   * Overall coordinator for SMC/ BELLTEL Zone 7 Batangas& Quezon Area ( 214 Cell Sites) * Involves in the preparation of documents needed in securing construction permit. * Joins actual site inspection/survey together with the subcontractors. * Point of coordination to RF, Transmission and Civil Works pertaining to Site acquisition. * In charge for the monitoring of the status work of all sub contractors including daily monitoring and reporting for project assessment and site evaluation of actual work in progress. * Monitors and Supervise the preparation of Site Acquisition Report, CME, RF and Transmission TSSR. * Survey works for Engineering requirement and Project feasibility for implementation of TSSR.   **AVECS CORPORATION**  **21 Don Gregorio , DonAntonioHeightsVillage, Quezon City**  June 15, 2007 to October 30,2010  Position: **Assistant Operations Manager**  *Functions:*   * Assist the Operation Manager in Monitoring the project * Attend And represents our team team weekly meeting with clients. * Incharge for the upgrading and Tower retrofitting of Globe cellsites for the installation of 3G and Wimax additional antenna mounting support frame. * Overall coordinator for Site Acquisition of Digitel Mobile Philippines Inc STK Phase 8B Project Mindanao area. * Monitors Lease Package preparation * Incharge for the Site acquisition of LBNI NCR roll out. * Joins actual site inspection/survey together with the subcontractors. * Attends to subcontractors inquiries regarding project implementation. * Attends clarification meeting with the lot/building owners. * Attends public hearing with the Site Acquisitionsub contractor. * Involves in the preparation of documents needed in securing construction permit. * Prepares and submit progress report to the Project Manager. * Conducts weekly meeting with all the Subcontractors. * Schedule and conducts Site Kickoff Meeting and Mobilization works. * Conducts site visits during project implementation. * Conducts Pre-Inspection before Project Acceptance. * Conduct rectification works prior to Final Acceptance. * Monitor Application of permanent power. * Conducts Final Acceptance Inspection. * Manage site engineering & documentation, site acquisition & permits, site preparation & implementation, site acceptance (Civil & Telecom) and subcontractor’s management. * Manage to handle simultaneously on going site with rollouts and turnkey GSM,3G, telecommunication tower construction ,OSP Fiber Optics Installation projects, FTTH . * Site inspection and supervision of Civil works ,open trenching, base pad installation, manhole accessories,subduct installation and restoration . guar post installation. * Monitor OSP pole erection and accessories erection, aerial cable installation, micro trenching, FDT. * Health and Saferty monitoring * Prepares permit documents such as correspondence and plan attachment to be submitted to various permit officer, at the same time directly supervised the permittinggroup. * Monitor project closed-out requirements such as as-built, material reposition, permits, revisions, basic acceptance test, and additional closeout works. * Project monitoring in terms of schedule, materials, deliveries, standards and overall work output.   **ZTE PHILIPPINES**  BayantelWCDMA WLL Phase 1C &Phase 2 Project  *25thFloorPacificStarBuilding, Gil Puyat Avenue, Makati City*  November 20,2006 to June 15, 2007  *Position:* ***Site Acquisition Manager***  *Functions:*   * Incharge for Site Acquisition & Permitting works for BayantelPhase 1C and Phase 2 project. * Attend and represent Site Acquisition & Permitting team during coordination meeting both internal and with Client. * Point of coordination to RF, Transmission and Civil Works pertaining to Site acquisition. * In charge for the monitoring of the status work of all sub contractors including daily monitoring and reporting for project assessment and site evaluation of actual work in progress. * Organize issuance of SearchRings to site Acquisition Contractors. * Analyze and review the Site Acquisition and permitting Progress on a site by site method. Recommend action encountered during site acquisition or directly provide assistance to Site Acquisition contractor if necessary * Incharge in all site survey and deliberation for a candidate site. * Check and review roperty documents including all documents necessary for the processing of lease package. * Validates property documents submitted.   **ALANDICK PHILIPPINES CORPORATION**  *Ericsson/ Digitel Mobile Phils – Mindanao Network GSM Project*  21st Floor Raffles CorporateCenter,Emerald Ave. ,OrtigasCenter,PasigCity  *December 1,2003 to October 15,2005*  *Position:* ***Site Acquisition / Civil Works Coordinator***  *Functions:*   * Overall coordinator for Site Acquisition of ERICSSON/Digitel Mobile Philippines Inc . Mindanao area . * Responsible for the supervision of fifteen Site Acquisition Officers for the acquisition of Sun Cellular/DMPI Phase 4A GSM 1800 Project Mindanao area. * Monitor the acquisition of property documents , Social Acceptability and all permits & clearances from Barangay , Municipal and National level. * Prepare necessary weekly reports to the upper managements regarding progress of the Site acquisition and made recommendations for the enhancement of progress: amenable to to parties concerned. * Incharge for the application and energization of permanent power and coordination with the Electrical contractor. Including negotiation Of Right of Way. * Assist Project Managers and Engineers if there are some issues during project implementation.   **SMART COMMUNICATIONS, INC**.  Project Management & Implementation, Civil Works- Area 1  *3rdFloorRufinoTower, Ayala Avenue corner Herrera Street, Makati City*  *August 20,2001 to January 20,2002*  *Position:* ***Senior Site Acquisition Officer***  Functions:   * Acquisition of SMART Communications, Inc. Series 7 expansion project. Main responsibilities are identifying sites pinpointed by Radio Frequency Planning Group. Travels with surveyors and RF engineers to all targeted sites. * Travel to sites; negotiate lease agreements and contracts with the property owners. * Coordinates with the property owner for the preparation of property documents necessary for site acquisition. * In charge of monitoring, coordinating and follow up of permits (i.e. Barangay Resolution, Zoning Clearance, Neighbors Consent, etc.) |
|  | **KEPPEL COMMUNICATIONS PHILIPPINES, INC.**  Site Acquisition Department  *7thFloorEquitableTower, Paseo de Roxas, MakatiCity*  *February 2001 to June 2001*  *Position:* ***Site Acquisition Specialist***  Functions:   * Acquisition of GLOBE Telecom Phase 8-expansion project Identifying at least 3 possible sites within the search ring. * Coordinates with the property owners for the preparation of all property documents. (Certified True copy of TCT, Tax Declaration, Tax Receipt, Old Building Permits) * In charge of monitoring, coordinating and follow up government requirements from Barangay to Municipal/ City level. * Travel with the Civil Works Group to conduct technical survey for the site development lay out. Property owner. |
|  | ***LUCENT TECHNOLOGIES***  **Bell Labs Innovations**  *Bayantel / GSM 1800 Group*  *19th Floor Tower 2, The Enterprise Center, 6766 Ayala Ave., Makati City*  *September 2000 to December 2000*  *Position: Site Acquisition Officer*  *Functions:*   * In charge for the property reservation requirements for project bidding for the proposed Bayantel GSM 1800 project. * Acquisition of 37 sites * Conduct survey for civil works and site development lay out for the purpose of presentation to the property owner.   ***PILIPINO TELEPHONE CORPORATION***  *Contract Management Department*  *5thBakersCenter ,6764 Ayala Av., MakatiCity*  *April 1991 to September 2000*  *Position : Project Officer*  *Functions:*   * Conduct technical survey for cell site construction. * Prepare scope of works and conduct pre-bid meetings. * Evaluate submitted bids and make recommendations accordingly. * Prepare project schedule by using Microsoft Project and Monitor development. * Conduct site inspection and supervise construction works. Ensuring quality of work done by contractor and evaluate value of work done. * Ensure completeness of construction permits and accuracy of as built plans. * Conduct project acceptance upon turn over by contractor. * In charge for the acquisition, site construction, equipment installation and cell site activation. * Team Leader for Metro Manila APEC Task Force for the acquisition , construction, equipment installation and immediate activation of the * Overall incharge for the acquisition , equipment installation and activation of the various In Building Solution Sites. * Incharge for the installation of Micro Cell Fiber Optic cable Installation   **COMMENDATIONS AND ACHIEVEMENTS**   * Acquisition of more than 120 cell sites nationwide * Acquisition of South Luzon relay links from Las Piñas to IrosinSorsogon. * Team Leader APEC Task Force for Metro Manila Sites. * Head Micro CITE Task Force. * Five years PILTEL Employee loyalty Award. * Responsible for timely turn over of PILTELCallCenter and complete renovation of Cebu 5 storey building.   **SEMINARS ATTENDED**  Supervisor Development Program  March 2-4 1999- CAPBuilding , Makati  Time Management Workshop  June 17-18- PiltelCenter 2, Kamagong, Makati  Effective Written Communication  May 20,1994- PLDT Malugay, MakatiCity  Analytical Problem Solving  June 19,1993- PLDT Malugay  Cellular Overview  May 1993- PiltelCenter 1, Salcedo St., Makati City |
| **Education** | |
|  | Bachelor of Science in Electrical Engineering  Technological Institute of the Phils.  **PERSONAL DATA**  **ELMER C. CALMA**  Birthdate: September 22,1965  Birth Place : San Calos , San Luis , Pampanga  Social Securiy Number: 33-3158745-1  TIN : 160-118-987-000  Pag- IBIG ID Number : 0002-048212-04  Passport Number: EB4239220  Date of Issue: December 8, 2011  Valid Until : December 7,2016 |