

**ENGR. JAY S. MACOPIA**

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| **Personal Information** | | | | |
| Nationality: | Date of Birth: | Status: | Passport #: | PRC License #: |
| Filipino | Feb. 17, 1977 | Married | **EB9259451** | **0084911** |

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| **Working Experience** | | | | |
| **Company** | **Position** | | **Period** | |
| **UNITED ENGINEERING PROJECTS LLC, Muscat Oman** | **Senior Planner** | | **March 31, 2012 – Dec. 17, 2015** | |
| **Duties & Responsibilities**   * Overall in charge for Planning and Scheduling of all Projects under Oxy. * Generate Resource Histogram and compare with weekly monitoring against the Actual Manpower Allocated. * Coordinate and integrate schedule for various discipline. * Attending construction and progress meeting with the clients. * Responsible for monitoring, supervision and assisting planning team for their respective responsibility and task. * Conduct Weekly Internal Planning meeting to evaluate latest constraints and remarks as per site condition with Engineers, Project Managers and Senior Project Manager. * Generate mitigation plan and crashing of schedule for priority jobs as per client’s requirement. * Conduct site inspection to evaluate progress on site if it is matching as per Progress Report from Engineers. * Generate WTG for easy monitoring up to the small item of SOW and delegate to planning team for daily updation. * Generate & submit Monthly Progress Reports and KPI’s. * Generate Quarterly Report for Clients requirement.   **CLIENT: OXY - Occidental Petroleum of Oman** | | | | |
| **Company** | **Position** | | **Period** | |
| **PARSON INTERNATIONAL COMPANY, Muscat Oman** | **Principal Planner** | | **July 03, 2010 – March 15, 2012** | |
| **Project Handled:**   * Contract 1 - Construction of a Sewage Treatment Plant (STP), 3 No. Main Collector Sewer Pumping Stations, 2 No. Treated Effluent Facilities, an Outfall from the STP discharging to the sea west of Manoomah Village.   **Contractor:** JV of Hyundai Rotem & Hyundai Engineering   * Contract 3 - Construction of the Coastal Strip sewerage networks utilising vacuum collection technology.   **Contractor:** Galfar Engineering & Contracting SAOG   * Contract 4 – Construction of Al-Mobellah gravity sewerage networks plus treated effluent transmission and distribution pipe work systems.   **Contractor:** United Gulf Construction Company (UGCC)  **CLIENT: HAYA WATER (Oman Waste Water Services Company)**  **Duties & Responsibilities**   * Responsible for reviewing, approving and monitoring of Project schedule/budgets for 3 Programs (Clause 14 Program, Recovery Programs & Backlog Programs.) * Responsibility for Project Controls Support for Resource Loading, Progress Reporting, Performance Monitoring, and Change Management. * Project control duties include site visits, assessment/tracking of Schedule and highlight area of concerns and reporting Weighted overall Project status. * Monitoring of contractors Resources & budgets to ensure the progress of the job. * Effective Interface Management for other contracts. * Sharing of scheduling matters/project control issues with Contractors Planning Engineer * Review of Contractors Works Progress and reporting to Resident Engineer about the Project status. * Liaison with Resident Engineer ( Incharge of single Contract) to discuss progress and reasons of any lapses in progress and reporting the Project Manager the current progress and issues affecting the Project Schedule. * Participating in project review meetings for evaluating project progress & de-bottlenecking. * Analysis to the Critical Paths and Project cost deviations and discusses the causes of deviations, impact of deviations, and corrective actions required * Preparation of overall Project Budget estimate and submission to Clients. * Identifying & Analysing the Project risk and Issue Logs to track the updates * Handling contractual correspondence pertaining to Programme issues and EOT’s * Monitor closure of all identified Risks & Issues. * Fortnightly Review of Contractors Progress Presentation * Preparation of Project Board Presentation for clients PB Board Meeting for their Directors. | | | | |
| **Company** | **Position** | | **Period** | |
| **MUSHRIF NATIONAL CONSTRUCTION, Abu Dhabi, UAE** | **Planning Engineer** | | **Feb. 28, 2009 – June 30, 2010** | |
| **Project Handled:**   * **CENTRAL MARKET REDEVELOPMENT PROJECT**   **CLIENT: ALDAR PROPERTIES PJSC**  **PROJECT MANAGEMENT: EC HARRIS INTERNATIONAL LTD.**  **CONSULTANT: PLANAR, W.S. ATKINS, HALVARSON & PARTNERS, FOSTER & PARTNERS**  **Duties & Responsibilities**   * Develop work plan/schedule using Primavera Project Planner P6 and P3. * Prepare resource histograms. * Prepare and update project schedule based on the contract requirements. * Set work program and target milestones for each phase on the project plan. * Monitor critical activities based on the project schedule and advise project management. * Prepare and submit updated work program and identify areas of weakness and establish means and methods for recovery, if any as well as new critical activities. * Develop a mitigating action and crashing of program for the recovery of delays. * Monitor day to day work progress and prepare the weekly and monthly program and report. * Maintain and record update of site work progress and submit directly to Project Manager. * Prepare monthly and weekly progress report reflecting the work progress summary. * Report to Project Director, coordinate with Project Manager about the current work progress, and make comparison between theoretical and actual progress and study impact of alternative approaches to work. * Participate in project meetings and discussion with the clients as required. * Main user for SAP System of the project. Create and develop WBS for the activities with schedules in SAP as per approved program by the client. * Set materials, manpower and equipment resources as per BOQ in the SAP system. * Upload new materials, manpower and equipment as per CSI standard and BOQ. * Create WBS in SAP system for variation order and claims. | | | | |
| **Company** | **Position** | | **Period** | |
| **MUSHRIF NATIONAL CONSTRUCTION, Abu Dhabi, UAE** | **Planning Engineer** | | **Nov. 09, 2007 – Feb. 26, 2009** | |
| **Project Handled:**   * **ICAD – INDUSTRIAL EFFLUENT TREATMENT PLANT**   **CLIENT: ZONES CORP. HIGHER CORPORATION FOR SPECIALIZED ECONOMIC ZONES**  **CONSULTANT: INDUSTRIAL WASTE TREATMENT SERVICES (HYDER)**  **INDEPENDENT REVIEWER: CARDNO**  **DESIGNER: PARSON INTERNATIONAL LTD.**  **Duties & Responsibilities**   * Develop work plan/ schedule using Primavera Project Planner P3 & P6. * Prepare resource histograms. * Cost controlling, follow-up, updating of project activities and re-scheduling. * Prepare and update project schedule based on the contract requirements. * Set work program and target milestones for each phase on the project plan. * Monitor critical activities based on the project schedule and advise project management. * Prepare and submit updated work program and cash flow curve showing actual progress and identify areas of weakness and establishes means and methods for recovery, if nay as well as new critical activities. * Monitor day to day work progress and prepare the weekly and monthly program and report. * Maintain and record update of site work progress and it will be submitted directly to Project Manager. * Prepare monthly and weekly progress report reflecting the work progress summary. * Report to Project Director, coordinate with Project Manager about the current work progress, and make comparison between theoretical and actual progress and study impact of alternative approaches to work. * Participate in project meetings and discussion with the clients as required. | | | | |
| **Company** | **Position** | | **Period** | |
| **AL HUDA ENGINEERING WORKS**  **Doha, State of Qatar** | **Planning Engineer** | | **Sept. 13, 2006 to Sept. 13, 2007** | |
| **Projects Handled:**   * Refinery Admin. Buildings at Mesaieed Industrial Area, Mesaieed Industrial City, State of Qatar.   Client : Qatar Petroleum   * Construction of Workshop Expansion Phase II, Mesaieed Industrial City, State of Qatar.   Client : Qatar Fertilizer Company   * Construction of New Operator Rooms in Refinery, Mesaieed Industrial City, State of Qatar.   Client : Qatar Petroleum  **Duties & Responsibilities**   * Develop work plan/ schedule using Primavera Project Planner. * Cost controlling, follow-up, updating of project activities and re-scheduling. * Prepare Weekly/ Monthly Reports, Monthly Valuation/ Invoices, Variation works and claims in coordination with Quantity Surveyor. * Managing all project contents, cash flow and material procurement. * Managing cost and time control. * Calculate cost estimate man hours and weights for the overall scope of works projects required. * Prepare and calculate budgeted resources for each work breakdown structures from P3 to excel format * Develop main work breakdown structures down to sub activities into parts for easier to track down progress. * Compile and tabulate each line WBS man hours and subtotal weekly to monthly plan and actual cost for the whole duration to completion and commissioning works * Prepare man hour’s histogram and s-curve for the project by grouping main work breakdown structures accordingly. * Coordinate with the entire responsible person for each work discipline for proper and maintain all information required in progress report preparation. * Attend meeting for the progress report and other inquiries to resolved issues involve on the current project. * Prepare tracking and updating progress daily or weekly from all discipline involved like engineering, procurements, assembly/fabrication, construction and commissioning task. * Generate critical milestones for the construction stage for inclusion in tender documents through full discussions with the concern representatives’ involvement. | | | | |
| **Company** | **Position** | | | **Period** |
| **OBAYASHI CORPORATION**  **Brgy. Colo Dinalupihan Bataan** | **Planning Engineer** | | | **July 04, 2005 to Aug. 26, 2006** |
| **Project Handled:**   * SUBIC-CLARK-TARLAC EXPRESSWAY   PACKAGE 1: SUBIC-CLARK SECTION  CLIENT: BASES CONVERSION DEVELOPMENT AUTHORITY  JOINT VENTURE PARTNER: KAJIMA CORPORATION  **Duties & Responsibilities**   * + Develop work plan/ schedule using Primavera P3.   + Responsible for making manpower bar chart and s-curve.   + Prepare resource histogram.   + Cost controlling, follow- up, updating of project activities and re- scheduling.   + Prepares monthly valuation, invoices, variation works and claims in coordination with QS.   + Managing all project contents, cash flow and material procurement.   + Duties include materials take-off, preparation of costs of materials and labor, which include man hours, equipment, contingency, mobilization and demobilization of project.   + Attend technical meeting with the client’s representative.   + Tracking and updating daily work progress at site and incorporate this to primavera software and MS Excel.   + Coordinate with all disciplines and monitor the activities from planning point of view.   + Develop suitable planning strategy such that the activities are performed within the time schedule and budget. | | | | |
| **Company** | **Position** | | **Period** | |
| **MAZECON CORPORATION**  **Sampaguita St. Maligaya Park, Novaliches Quezon City, Philippines** | **Project Engineer / Junior Planner** | | **August 21, 2002 to May 18, 2005** | |
| **Projects Handled:**   * Construction of Two Storey Building, San Francisco Del Monte Quezon City   Client : St. Catherine Siena College  Project Cost: Ph 15,000,000.00   * Renovation/Expansion of Three Storey Residential Building, Sampaloc Manila   Client : Ms. Evelyn Salazar  Project Cost: Ph 3,200,000.00   * Construction of Five Storey Commercial and Residential Building, Calbayog City Philippines   Client : Mr. Domingo Ortiz  Project Cost: Ph 25,000,000.00  **Duties & Responsibilities**   * Responsible for planning, monitoring, and controlling installation. * Estimates / Revalidates local material, equipment, tools and manpower costs for all projects. * Prepares in-house estimates for projects for bidding or negotiation with subcontractors. * Participates in the subcontractor evaluation committee, as committee member. * Establishes and maintains a process flow system that will ensure smooth proper mobilization, efficient construction, timely completion and coordinated hand over to owner and service. * Develops material consumption models for the different products to avoid material waste and for safe keeping measures to ensure that all left over and other re-usable materials, equipment and tools are accounted for and re-used for succeeding projects. * Makes repair or replacement decisions to minimize re-work incidents. * Plans and prepares work schedules for projects to be efficient. * Improves efficiency on site operations. * Coordinates and meets with clients and the designer regarding various site activities and other related project requirements to ensure customer satisfaction at all times. * Addresses customer concerns and inquiries via phone or correspondence letters. * Monitors the timely submission and payment of progress billings in conjunction with work accomplishment and follows up outstanding accounts, as necessary. * Monitors handover inspection and completion of punch lists. * Leads the environmental, health, and safety program in the project sites. * Participates in the selection process for the hiring of subordinates, and makes a choice from the shortlist of candidates. * Coaches or trains subordinates in their technical tasks and management role. * Delegates assignments or work to subordinates. * Sets performance standards based on the standard specification on construction. * Monitors and evaluates subordinates’ work/ performance, and corrects their deviant work practices or improves their performance. * Ensures subordinates’ compliance to company policies, including the Discipline Code and Code of Ethics. * Decides on disciplinary actions, including firing of subordinates. * Listens to subordinate concerns and tries to address them within the parameters of company policies. * Develops and maintains team orientation and collaboration in his work unit, including resolution of workplace conflicts among subordinates. * Performs administrative tasks related to supervision. Performs other duties or tasks that may be assigned from time to time, in support of the achievement of team goals or for own development purposes. | | | | |
| **Company** | | **Position** | | **Period** |
| **RUDEN CONSTRUCTION**  **Cainta Rizal** | | **Project Engineer** | | **Feb. 05, 2001 to August 19, 2002** |
| **Project Handled:**   * Construction of 18 Units – Three Storey Residential Building, Montgomery Place, Quezon City   Client : Ayala Land Incorporated  **Duties & Responsibilities**   * Responsible for the project implementation of structural and architectural works. * Attend weekly and monthly technical meeting with the general contractor and consultant. * Prepare daily manpower schedule based on the target accomplishment and computation of worker salary. * Coordinate with the general contractor to ensure the efficient and continuous flow of the project activity. * Implementation of safety regulation for the workers. * Responsible for the preparation of percentage accomplishments for payments purposes. * Conduct daily inspection in all the works done at site by subcontractors designated areas of assignments accordingly. * Prepare reports and punch list items for any deficiency works committed not in accordance with the contracts specifications provided. * Notify the subcontractors through writing to rectify those deficiency works commented. * Check and review construction drawings and all the complete documents specification, codes and standards. * Study, review and check if all the materials supplied by the subcontractors are acceptable and meets the requirements as per approved materials submitted for construction. * Provide technical engineering assistance at site personnel for any discrepancy on site condition. | | | | |
| **Company** | | **Position** | | **Period** |
| **CITY ENGINEERING OFFICE**  **City Government Calbayog city** | | **Site Engineer/Estimator** | | **June 01, 1999 to Dec. 31, 2000** |
| **Duties & Responsibilities**   * Responsible for planning, monitoring, and controlling installation. * Estimates and designs school buildings, bridges, shoreline protection and pavements projects. * Inspector of road surfacing and heavy equipment operation. * Conduct topographic survey using theodolite for elevation and location for road surfacing. | | | | |
| **OTHER SKILLS** | | | | |
| Total Station, Power Point, Adobe Acrobat, Ms Word, MS EXCEL, AUTOCAD 2010, STAAD PRO, Primavera 3.1, Primavera 6.1 | | | | |

I certify that I have not made any misinterpretation pertaining to this application and that all details stated herein are correct.

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