

# MARILOU R. OBANA

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**Summary Qualifications:** Highly Motivated Cad Drafter with over 16 year's great deal of experience in preparing technical drawings. Extensive Knowledge of AutoCAD and Microstation. Uncommon ability to manage multiple projects, meets deadlines, and works overtime. I have strong ability to complete detailed documentation with speed and accuracy on large-scale projects. I will carry out design activities within an area of a project, I'll make sure that safety and technical integrity of all design is getting maintained and the company project procedures are held to. I'm also responsible for completing the work due to the requirements by engineers and designers. I can assist in development and implementation of drawing standards that may help to future engineers and venue designers. I will direct the preparation of drawings related to discipline as directed. I have effective communication and team building skills.

1. Objective : *To pursue a career that would enable to use my skills and be a vital part in giving growth to the company by sharing all my **KNOWLEDGE** and **EXPERIENCES** while abiding to its corporate culture.*

## 2. Professional Experience:

Job Title : **Administrative Assistant**  
Company : Bechtel International  
Period : July 11, 2017 to Present  
Manager : Robert "Bob" Wood

### Assignments & Responsibilities:

- Supervise and assist Contractors Survey Department on the preparation of As-built Drawings required for consultant.
- Responsible to assist and act as the point of contact from Bechtel to Contractors for the PTR (Project Technical Request) access and queries.
- Responsible to manage the 8Weeks WTG (Work To Go) for System Turnover and send calendar notification to Field Engineers, Construction and Contractor.
- Manage and control the submission and place a number thru Aconex as follows:
  - Survey Work Request
  - Contractor Surveillance Report
  - Excavation/ Backfill Permit
  - AI Hoty Request
- Responsible for General Reports weekly:
  - PTR (Project Technical Request) (Overdues)
  - Excavation/ Backfill Permit (Overdues)
  - SWR (Survey Work Request 3W Look Ahead)
- Organized schedule meetings and appointments for Field Engineering and Construction.
- Organized travel arrangements (Business Trip and Mobilized people)
- Responsible to make and submit FMR (Field Material Requisition) into the system as per Engineer's requested.
- Handle sensitive information in a confidential manner.
- Take accurate Minutes of Meetings.
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Maintain computer and Manual filing systems

Job Title : **Cad Operator/ Testpack Coordinator**  
Company : Bechtel International (Australia)  
Period : September 21, 2012 to January 30, 2016  
Manager : Gautam Basu

**Assignments & Responsibilities:**

- Manage and control of testpacks through their life circle from field engineering, to welding, to client, document control and turnover team.
- Ensure Teamworks is updated and kept current throughout the life circle of the test packs, both hydro, bulk and spool tables.
- Ensure documents in test packs are of the most current revision both hard copies and electronic copies on the field engineering piping drive.
- Maintain copies of test packs for Construction Build team (hard copy), Packages with "A" punch items to be completed by construction (scan), Packages with no A items (scan) and Packages Ready for Test (scan).
- Obtaining final signatures on safety plan once a test has been scheduled.
- Assist Field Engineering where required with typing of punch list items.
- Ensure a copy of the punch list is saved on the Field Engineering Piping drive once it is prepared.
- Responsible for Everyday Test, Flush & dry report.
- Responsible for TeamWorks QURR Weekly Reporting for Piping, Mechanical, Instrumentation and Civil.

**Cad Operator**

- Maintain drawing files and coordinate document distribution to job site and vendors.
- Responsible to make of Exclusion Zone by 15M, 30M, 60M, 90M and 200M by using Microstation software.
- Fill in technical details using drawings, rough sketches, specifications and calculation made by engineers and surveyors.
- Prepare wiring and layout diagrams.
- Prepare drawings showing the details and assembly of a wide variety of equipment and mechanical devices indicating dimensions, fastening methods and other requirements.
- Coordinating to survey department of the exact coordinates of the underground utilities and implemented in As-built.
- Track and monitor engineering design changes.
- Interact with engineers to quickly and accurately create drawings during design process.

**Field Engineering Coordinator**

- Preparing Action Items
- Preparing Weekly Engineering Quality Updates.
- Prepare and issue standard field service documentation.
- Schedule update meetings and report project progress and timelessness

Job Title : **Commissary Supervisor**  
Company : Bechtel International (Angola, Africa)  
Period : June 1, 2011 to March 30, 2012  
Manager :

#### Assignments & Responsibilities:

- Responsible for handling the turning in of cash at the end of each sales associates day and is required to ensure that all the money is accounted for in the end.
- Responsible for the requisition, distribution and control of inventory.
- Disseminate tasks and orders to employees.
- Responsible to flow of the store from time to time.
- Responsible to check the products before opening, closing of the store and the expiration date of the products.
- Encode the delivered or ordered materials or products.
- Responsible to assist the customers with their demands, suggestions and complaints.
- Responsible for preparing the timesheet of employees.
- Communicate with Head regarding the sales, employees and other important matters.
- Act as officer in charge whatever the present of the Head is not available.
- Perform related duties as needed or assigned.

Job Title : **Cad Operator/ Excavation Permit Coordinator**  
Company : Bechtel International (Angola, Africa)  
Period : March 24, 2009 to May 30, 2011  
Manager : Mark Bengé

#### Assignments & Responsibilities:

- Responsible in preparing and processing Excavation Permit from Contractor to Sub-Contractor.
- Provide drawing locations of the underground utilities as required for excavation location.
- Attend the site check/ verification for the excavation location.
- Responsible for the record keeping and documentation of the excavation permits.
- Perform Cad drawings thru Microstation and AutoCad softwares.
- Reading and analyzing the drawings.
- Create and revise production drawing (detail and assembly drawings).
- Makes final sketch of proposed drawing, checking dimension of parts, material to be used, relation of one part to another and relation of various parts to whole structure or project.
- knowledge of various machines, engineering practices, mathematics, materials and other physical science to complete drawings.
- Preparation of As-built drawings, shop drawings, field sketch drawings and others.
- Translate manually drawn plans and rough sketches into accurately scale and more presentable drawing.
- Coordinating to survey department of the exact coordinates of the underground utilities and implemented in As-built.
- Ensure compliance of drafting and engineering standards

Job Title : **Sub-Contractor**  
Company : Kelphil, Inc.  
Period : June 3, 2008 to March 10, 2009

#### Assignments & Responsibilities:

- Perform 3D modelling and animation.
- Perform 3D architectural design.
- Perform 3D design of furnitures, machine equipment, toilet fixtures and others.
- Render architectural, interior designs and decorations.
- Perform Autocad Architectural, Structural, Mechanical, Electrical.

Job Title : **Assistant Designer 3**  
Company : Kelphil, Inc

Period : July 1, 1997 to November 16, 2007  
Manager : Futoshi Hattori

**Assignments & Responsibilities:**

- Perform 3D modelling and animation.
- Perform 3D architectural design presentation to clients.
- Perform 3D design of furnitures, machine equipment, toilet fixtures and others.
- Perform Autocad Architectural, Structural, Mechanical, Electrical.
- Work load includes:
  - Reading and analyzing the drawings.
  - Detailing curtain wall connections and other connection details on building's structural elements.
- Perform As-built drawings, shop drawings.
- Draw PC-based perspective and color renderings.
- Perform drafting works and graphical presentations

Job Title : **Cad Operator**  
Company : Riofil Corporation  
Period : April 15, 1997 to June 15, 1997

**Assignments & Responsibilities:**

- Translate manually drawn plans and rough sketches into accurately scaled and more presentable drawing from various disciplines (Architectural, Structural, Mechanical, Electrical).
- Directly coordinating with engineers on updates, drawings standards and design of the delivered files in soft and hard copy formats.

Job Title : **Secretary**  
Company : Kawasaki Steel Corporation  
Period : September 2, 1996 to March 10, 1997

Job Title : **Secretary**  
Company : Hitachi Plant Corporation  
Period :

**3. Educational Qualification / Institution / Year:**

University : Unciano University  
Associate Radiologic Technology, 1992

Certificates : Association of Overseas Technical Scholarship (AOTS)  
3D Computer Graphic Technology, 2004

: Cora Doloroso Career Centre  
Computer Secretarial, 1995

: Microcad Technologies  
3D Max Architectural, 2008  
Autocad Rel. 14, 2000

Computer Proficiency : Knowledge in computer softwares like AutoCAD, Microstation, 3D Shade, 3D Max, Microsoft Office, Adobe Photoshop applications, etc.

4. Registration / Affiliations / Membership (if any):

5. References:

Name : Robert Wood  
Phone : +973 6610170  
Company : Bechtel International  
Position : Field Engineering Manager

Name : Yuki Mengue  
Phone : +973 66710153  
Company : Bechtel International  
Position : HR