

RHODORA ABRIL

Document Controller | Project Coordinator | Construction & Infrastructure
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PROFESSIONAL SUMMARY

Detail-oriented Document Controller and Project Coordinator with 10+ years of international experience supporting large-scale construction projects across the UAE and Canada. Proven expertise in end-to-end document lifecycle management, including submittals, RFIs, transmittals, drawing control, revision tracking, and project closeout documentation.

Strong background in coordinating with engineers, consultants, and site teams in fast-paced construction environments, ensuring accuracy, compliance, and timely document flow. Holds a Canadian Project Management Certificate (Centennial College, 2023) and a BSc in Industrial Engineering. Experienced in supporting high-volume project documentation systems and maintaining structured electronic and physical records in line with project standards.

KEY SKILLS

Document Controller, Project Coordinator, EDMS, Aconex, Primavera P6, ISO 9001, Submittals, As-Built Drawings, Closeout, LNG, Airport Infrastructure, GCC, UAE, Construction Management

CORE COMPETENCIES

- Document Control & EDMS
- Submittals & Transmittals
- Final Turnover Documents (FTD)
- Version Control & Master Register
- Project Scheduling & Reporting
- Procurement & Budget Tracking
- Aconex | ProjectWise | SharePoint | Bechtel CTI
- As-Built Drawings & Closeout Packages
- ISO 9001 & QA/QC Standards
- MS Project | Primavera P6 | Adobe Acrobat
- Stakeholder & Contractor Coordination
- Team Leadership & Audit Compliance

PROFESSIONAL EXPERIENCE

Food Service Supervisor

Aug 2023 - Apr 2026

Aramark Canada Ltd. | Ontario, Canada

- Supervised daily operations, scheduling, and compliance with safety and documentation standards.
- Maintained structured records for inventory, shift reports, and operational reporting for internal audits.
- Managed Excel-based tracking systems; strengthened documentation accuracy and reporting discipline.

Project Coordinator

Aug 2022 - Oct 2022

Jabal Altuyowr Project Management Services | UAE

- Managed end-to-end document lifecycle — receipt, classification, verification, distribution, and archiving.
- Maintained document control registers, ensuring version accuracy, traceability, and compliance.
- Coordinated deliverables and document flow between design teams, engineers, contractors, and stakeholders.
- Ensured structured filing and retrieval of technical documents for a large-scale Dubai Airport infrastructure project.

Engineering Project Coordinator

Aug 2019 - Apr 2022

Alpha Data | Dubai, UAE

- Coordinated schedules, milestones, and documentation across concurrent engineering and IT projects with multi-million-dollar budgets and cross-functional teams of 20+ members.
- Maintained audit-ready documentation systems; generated project status reports and performance summaries.
- Facilitated cross-functional communication to ensure timely delivery across multiple concurrent projects.

Project Program Coordinator

Aug 2014 - Aug 2019

Olio Consulting — Dubai Airport Project | Dubai, UAE

- Primary client-facing point of contact for all project status reporting on the Campus Area Network Upgrade Project at Dubai International Airport.
- Managed project plan, budget, schedule, and scope statement; evaluated contract agreements for cost and schedule compliance.
- Maintained monitoring registers and coordinated with the project control team to track progress across all phases.
- Supported risk management implementation and resource scheduling to ensure teams met project milestones.

Senior Document Controller

Jun 2012 - Jul 2014

Khayat Contracting & Trading (KCT) | Doha, Qatar

Projects: Lekhwiya Sports Stadium (2022 FIFA World Cup venue) | Qatar Fire Station renovation, Doha

- Led document control across two concurrent projects, managing 1,000+ technical files with full version control.
- Developed and enforced document control procedures; conducted audits ensuring contract and regulatory compliance.
- Controlled submission, approval, and distribution of engineering drawings and project documentation.

Document Controller - QA/QC

May 2010 - May 2012

Takenaka Corporation / CDC-Takenaka Joint Venture (CTJV) | Doha, Qatar

Project: Doha International Airport Expansion — Contract with Overseas Bechtel Inc. (OBI)

- Led the Final Turnover Document (FTD) program at project completion — built the FTD control system from scratch, including WBS, review workflows, and handover procedures.
- Managed all documentation using Bechtel's proprietary Construction Technical Inquiry (CTI) platform, ensuring full traceability and compliance with international standards.
- Central contact for FTD reporting across all departments; produced weekly reports on FTD documents, O&M Manuals, and Operator Training trackers.

Document Controller

Apr 2007 - Mar 2010

Hyundai Engineering & Construction Co., Ltd. | Ras Laffan, Qatar

- Controlled documentation for a major LNG/petrochemical megaproject at Ras Laffan Industrial City — managing 500+ technical documents daily with zero-defect version control.
- Maintained the Master Document Register; ensured all correspondence was distributed to teams within a strict 24-hour SLA.
- Coordinated document handover and closure at project completion, ensuring full traceability and compliance.

EDUCATION & CERTIFICATIONS

Project Management Certificate | Centennial College, Ontario, Canada

2023

BSc Industrial Engineering | University of Batangas, Philippines

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AVAILABILITY

Currently based in Ontario, Canada | Open to immediate relocation | Visa sponsorship welcome