

Raymund Jess M. Maglasang

Project Coordinator

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Al Wakrah, Qatar



EXPERIENCE

Jan 2023 – Ongoing
Doha, Qatar

- Project Coordinator
V2X

- Reporting to the Project Manager, the Project Coordinator is responsible for a myriad of tasks and activities that support construction related efforts and facilitate project completion from NTP through Closeout.
- The PC enables project initiation and opens Work Orders in Maximo upon NTP, coordinates various Stakeholder meetings, processes access and badging requests, records and distributes Minutes of Meeting (MOM) for meetings, processing permits, maintains project documents and files, and acts as the primary Point of Contact (POC) for the subcontractor/Construction Teams.
- The PC is responsible for the Tracking and reporting of all projects related activity, workflow and data to include the submission of Contract Data Requirement List (CDRLs), Reports and/or other Project related data to Sr. Management and or the customer as scheduled or required.
- Additionally, the PC receives, reviews and compiles daily updates and Project related data from the field; which is then utilized to update Project status and logs within Maximo, Aconex and ProjApp.
- During Closeout, the PC is responsible for assisting the Project Supervisor in the review of project files and closing out the project administratively.

Jan 2021 – Jan 2022
Cebu City, Philippines

- Project Coordinator
Kinettix Global Field Techs

- This Position will act as a liaison between customers, vendor / partners, that are required to implement and support projects and events that have been defined in the delivery of services to our customers.
- The position reports directly to the Operations Lead or designated management personal. It interfaces with the general public and all aspects of the organization.

Jun 2019 – Jan 2022
Cebu City, Philippines

- **Data Processing Operations Coordinator**
PicnicHealth
 - Data Entry
 - Check spelling, exact medical term used, check medical records of patients accordingly from different medical facilities/clinics and transfer data from a given software application.
 - Provide clear copy and accurate medical records of patients as part of their medical record history and timeline.
 - Follow the rules and regulations mandated by Health Insurance Portability and Accountability Act (HIPAA) to protect sensitive health information from being disclosed without the patient's consent or knowledge.
 - To work from a graveyard shift from 9:00PM to 06:00AM.
 - To use with the application software accordingly as provided by the company for processing data and meet up with the daily standard processing output set by the company.

Sep 2017 – Dec 2018
Mandaue City, Philippines

- **Project Coordinator**
Fil-Arts Design International - FADi
 - AUTOCAD (provide design drawing plan for aerial fiber optic cable installation and cable entrance facility of a building.
 - Coordinate with the Site Engineer for the AS-BUILT plans.
 - Determine the scope of work of the project.
 - Design AS-PLAN drawing for project implementation.
 - Conduct site survey for cable entrance facility of the building and actual aerial cable installation (fiber optic cable) for the design (AS-PLAN) drawing.
 - Provide BOM for cost estimation and materials needed for the project.
 - Provide hard copy of drawing plan for project implementation.
 - Provide AS-BUILT plan for finish projects.
 - Provide corrective details of the project that would reflect in the drawing for material requisition needed for implementation of the project.

Jan 2015 – Sep 2017
Mandaue City, Philippines

- **Production Supervisor**
Sigma Foundry Corporation
 - AUTOCAD (provide design drawing plan for fabrication of windows and other aluminum products of the company.
 - Coordinate with the production Engineer for product research & development.
 - Summarize and make monthly reports of finished projects for Aluminum Window Fabrication and Installation.

- Create cutting list of aluminum pre-fabrication for Windows.
- Create list of material take off for delivery.
- Create requisition for glass and other accessories needed for windows fabrication.
- Create requisition & P.O. for powder coating of aluminum products.
- Create work schedule for the assembly of windows fabrication.
- Supervision at site for the installation of windows.
- Supervision for the fabrication of window products and designed.
- Provide QA/QC of the installed windows at site.
- Provide QA/QC of the extruded aluminum sections as well as powder coated finished of aluminum products.
- Encode new products to the system (SAP), assign product code and tag to sales.
- Assist in checking of products. (Purchased by customers)
- Assist in preparing Delivery reports and shipment of products for brass department, brass melting, & aluminum extrusion.

Feb 2013 – Jun 2014
Cebu City, Philippines

- **Project Coordinator**
Uniwell Technologies Corporation

- Coordinates directly to Sales engineer & Commissioning engineer
- Prepares drawing plan for auxiliary systems such as CCTV, CATV, FDAS, PABX, BMS, Intrusion Alarm System, Access Control (ACS), etc. of a building.
- Provide ancillary, materials used for roughing & wiring installation, & labor estimates of all system. Provide as-built plan and drawing plan for building permit purposes.
- Make a design for each system in which to be proposed to the client.
- Make shop drawing which is needed for approval to the construction manager at site.
- Update cost of all materials needed for construction.
- Determine scope of work to be done in every auxiliary system.
- Provide duration time frame for the project to finish.

Jul 2011 – Feb 2013
Mandaue City, Philippines

- **Product & Research Development Design Coordinator**
Hive Manufacturing Company, Inc.

- Performs various drafting/CAD works for any assigned project.
- Prepares design drawings and material details of item as required in the design.
- Check measurements and survey of actual product item for design improvement.
- Create a cutting list of the item which is needed for the costing of the item.
- Coordinates with other trades when preparing the design drawing plan.

Jul 2010 – Feb 2011 • Project Coordinator
Mandaue City, Philippines Kalayaan Engineering Company, Inc.

- Reports directly to the Project In-Charge.
- Performs various drafting/CAD works for any assigned project.
- Prepares shop drawings and as built plans as required in the project.
- Ensures the safekeeping of issued drafting tools and instruments, computer equipment or software.
- Visits work sites to perform measurements and survey of actual installations to be reflected on the drawings.
- Coordinates with other trades when preparing shop drawing plan for approval.

EDUCATION

Jun 2000 – Mar 2008 • Bachelor of Science in Computer Engineering
Cebu City, Philippines Cebu Institute of Technology University (CITU)

Jun 1996 – Mar 2000 • High School Graduate / Secondary School
Cebu City, Philippines Don Bosco Technology Center

Jun 1993 – Mar 1996 • Elementary School Graduate / Primary School
Cebu City, Philippines Colegio Del Santo Niño

STRENGTHS / KEY SKILLS

- Fast learner with proven track record of achievement
- Proficient in the use of all Microsoft Office Applications with typing speed of 57 WPM.
- Project management
- Time management
- Problem Solving
- Organization & Interpersonal Communications

ACHIEVEMENTS

- Successfully integrated a new software system for the company and organized the roll out competency training for all staff.
- Delivered consistently high levels of customer service in all roles that resulted in increased sales from my employer.
- Achieved a 25% increase in sales for my previous employer.

CHARACTER REFERENCES

- Available upon request.