****CURRICULUM VITAE OF

**LEAN LEE R. DOLLETE, MECHANICAL ENGINEER**

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| QUALIFICATION AND CAREER OBJECTIVE SUMMARIES |
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| CAREER OBJECTIVE | To join an organization where there are genuine concern and trust to its people, where the decision makers strongly believe in career growth, teamwork and have the drive for excellence and customers/clients' satisfaction. A career leading to Engineering and construction, Management and Operational support, and other related fields that suits my education, expertise and vast experiences. |

Registered Mechanical Engineer with more than 6-year experience in construction project management. Has handled seven (7) projects of Maynilad Water Services, Inc. equivalent to $3,963,891.59 USD. Ensured on time completion, good quality and within the budget.

| CAREER HISTORIES AND JOB DESCRIPTIONS | |
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| October 2015 - Current  April 2015 - October 2015  Aug 2014 - December 2014  May 2011 - July 2014 | **Maynilad Water Service Inc.**  MWSS Compound, Katipunan Avenue, Balara, Quezon City  **Job Function: Project Management Engineer**    **Duties and Responsibilities:**   * Monitors work quality of Contractors during Project implementation in accordance with the Company’s Standard Designs and Specifications. * Record Daily Accomplishment Reports. * Monitors S-Curve and Gantt Charts by computing the percentage accomplishments from the recorded Daily Accomplishment Reports. * Monitors compliance in safety to ensure no accident during project implementation. * Anticipate problems and inform concerned parties. * Arrange and Do Punch listings, Valve Exercises, and Final Inspections with the end user representatives. * Prepare close out Documents such as:   Final Cost Quantifications,  Time extensions,  Variation Orders,  Liquidated damages  Certificate of Completion  Certificate of Acceptance   * Check As-built plans   **Global Project Incorporated**  Suite 301, STG Corporate Centre, #76 Timog Avenue, Quezon City  **Job Function: Mechanical, Plumbing & Fire Protection Coordinator**  **Duties and Responsibilities:**   * TECHNICAL SUPERVISION * Reviews and familiarizes the Mechanical, Plumbing and Sanitary, and Fire Protection plans and specification, and relates them to the Architectural and Structural plans. * Coordinates with the trade Contractors technical details of Mechanical, Plumbing and Sanitary, and Fire Protection works of the project. * Reports discrepancies in the MEPF plans with Architectural and Structural plans to the MEPF Head Coordinator. Shall also monitor and follow-up the resolution of the problems or discrepancies. * Attends coordinator meetings and technical meetings, sometimes prepares meeting minutes and agenda. * Monitors the progress of works of Mechanical, Plumbing and Sanitary, and Fire Protection trade Contractors and relates them to the General Construction Schedule. In cases where a potential delay in the Construction Schedule is projected, the Project Manager should be informed of the situation. * Other tasks which may be assigned from time to time.      * QUALITY MANAGEMENT * Inspect mechanical works and sometimes electrical works of the project. * Calls for the inspection of mechanical works by the Project Management. * Conduct regular walk-thru inspection with the MEPF Sub-contractors to monitor the progress works and determine the potential problems. * Notify the Project In-Charge for each non-conformance discovered on the works of Trade Contractor for reporting to the Owner/Project Management. * Prepares weekly or monthly progress reports for MEPF works. * Witness the material and product Testing of MEPF Trade Contractors. * SITE SAFETY AND HEALTH * Assists the project team in ensuring good housekeeping within the site. * Ensures that the company’s safety and security program is properly implemented. * Issues corresponding Safety Notice Reports for non-conformance to the site Safety and Health Program. * Acts as a site and Health representative of the company. * SCHEDULE COST AND CONTRACT * Monitors the MEPF Trade Contractors schedule and critical milestone dates to ensure the timely completion of the project. * Advises the MEPF Head Coordinator and Trade Contractors of any constraint that maybe a cause of delay in the completion of the project and recommends appropriates solutions to the problem. * Issues correspondences to MEPF Trade Contractors informing them of their delay. * Recommends value engineering or cost-saving measures to MEPF Head or Project Manager   **Manila North Tollways Corporation**  Km12 Nlex Compound Balintawak, Caloocan City  **Job Function: Mechanical Engineer**  **Duties and Responsibilities:**   * Monitoring during project implementation based on Contract Drawings * HVAC * Plumbing * Fire Protection   **Maynilad Water Service Inc.**  MWSS Compound, Katipunan Avenue, Balara, Quezon City  **Job Function: Project Inspector/Engineer**  **Construction Department**  **Duties and Responsibilities:**   * Monitors work quality of Contractors during Project implementation in accordance with the Company’s Standard Designs and Specifications.   + - Check whether materials passed the Quality Control Inspection before using.     - Check whether designs are being implemented properly such as: width of trenches, depth of excavations, standard depth of pipelines, standard pipe encasements, Depth of sand fills/Backfills, Thickness of Base, Sub Base Corse, Thickness of Roadways during restoration, and others.     - Issue Field Memorandum to Contractors for every substandard work for rework or rectifications. * Record Daily Accomplishment Reports. * Monitors S-Curve and Gantt Charts by computing the percentage accomplishments from the recorded Daily Accomplishment Reports. * Witness:   + - Hydro testing works     - Interconnection works     - Installation of Electro Magnetic Meters     - Decommissioning of Water Lines     - Concrete and Asphalt Roadway Restorations     - Concrete/Asphalt Testing     - Field Density test performed by the City Engineering * Monitors compliance in safety to ensure no accident during project implementation.   + - Issue Non-Complying Penalty for every major and minor violation in safety. Such as Personal Protective Equipments, Poor housekeeping, Insufficient Barricades are the like. * Anticipate problems and inform concerned parties.   + - Inform the design department for any variation in the plan for corrective changes.     - Inform the End users for any customer concern.     - Raise problems to superiors for concerns which will affect the project timeline during the project implementation which cannot be solve in the site for adjustments. * Arrange and Do Punch listings, Valve Exercises, and Final Inspections with the end user representatives. * Prepare billing documents * Prepare close out Documents such as:   Final Cost Quantifications,  Time extensions,  Variation Orders,  Liquidated damages  Certificate of Completion  Certificate of Acceptance   * Check As-built plans |

**CERTIFICATES AND SKILLS**

| Computer Familiarity  Seminars Attended  Seminars Attended | Autodesk Revit MEP Design  Windows – Microsoft Project/Word/Excel/Power Point/AutoCAD  **Project Inspection Management Program**  -January 19-20, 2012  **Integrated Risk-Based Management Course**  (*Linc Int. Management & Consulting Group*)  -July 28, 2011  **On the Job Training (OJT)**  (*Pepsi-Cola Products Philippines, inc.)*  *TanauanPlant ,Sto. Nino , Tanauan Leyte*  **Job Description :**  MAINTAINANCE DEPATMENT |
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**EDUCATIONAL ATTAINMENT**

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| COLLEGE | **EASTERN VISAYAS STATE UNIVERSITY (EVSU)**  Tacloban City, Leyte (2004-2010)   * **Degree: Bachelor of Science in Mechanical Engineering**   Passed the Licensure examination on March 2011 with a rate of  74.55 % |
| HIGH SCHOOL | **CARIGARA SCHOOL OF FISHERIES (CSF)**  Carigara, Leyte (2000-2004) |
| ELEMENTARY  **QUALIFICATION AND SKILLS**  **SPORTS**  **LANGUAGE/DIALECH SPOKEN**  **REFERENCES**  Local (Philippines) | **GUINDAPUNAN EAST ELEMENTARY SCHOOL**  Carigara , Leyte (1994-2000)   * Highly motivated, can work well under pressure * Flexible and exhibits good interpersonal relations * Willing to learn things associated to work, especially the things thatcan contribute to the company’s welfare * Fast learn   DSLR Photography, Basketball, Billiard, Music(Guitar)  English, Filipino, Leyteño, Cebuano  **JONATHAN D. GESLANI**  (+63) 9436633578  Project Supervisor  Maynilad Water Services, Inc.  **NOAH B. CRUZ**  Immediate Supervisor  Maynilad Water Services, Inc.  (+63) 939-928-1012  **JOVANI BARTOLINI**  Operation and Maintenance Engineer  Jentec Storage Inc.  (+63) 926-622-3557 |