

ROMELL G. RAZ**PROFESSION:**

Licensed Civil Engineer, Philippines

POSITION DESIRED:**WORK EXPERIENCE:**

November 2002 - April 2011, PERMIT ENGINEERING SERVICES, Florida
Technical Staff (Immediate supervisor - Albert Kwan, President)

Projects handled include Target, Wal-Mart, FAU school construction works

- Conducted site inspection for office and commercial buildings, schools, residential houses, and others;
- Supervised/Reviewed Drafter's work for accuracy;
- Performed Autocad drafting;
- Performed coordination works with Sub-Contractors and Building Owners;
- Responsible in doing overtime work even during holidays to submit work on time and satisfy client's needs; and
- Performed administrative work.

September 2001 - October 2002, SIMI INTERNATIONAL, INC., Florida
Property Engineer (Immediate Supervisor- Hotel Manager)

- Supervised (Hands-On) Maintenance Department of two hotels (La Quinta and Days Inn);
- Responsible for planning and repair of the condition of all civil works, mechanical and electrical works, equipment and structures; and
- Prepared budget cost and estimates of any improvement.

Past Work Experience for more than 12 years in the Philippines

LAND & HOUSING MANAGEMENT CORPORATION - Subdivision Developer
 (Roads, Drainage/Water system, Housing, others)

ROOTS PACIFIC CORPORATION - General Contractor
 (Malls/Commercial Buildings, Industrial Plants, Residential Houses, others)

FIRST RESOURCES MANAGEMENT CORPORATION - General Contractor
 (Roads, Drainage/Water system, Housing, Malls/Commercial Buildings, Landscaping)

Position Handled: **Estimator/Project Engineer/Project Coordinator**

- Worked as Civil Engineer/Estimator; responsible in attending and negotiating the bidding of various projects;
- Evaluation of estimated materials/labor costs and scope of work; handled Request For Information and comments, if any.
- Performed coordination works; prepared Work Schedule and Safety Guidance; and
- Responsible in project implementation of projects awarded; assisted in engineering planning.

Skills : Computer MS Word, Excel, Powerpoint and AutoCAD.

Seminars/Trainings: First Aid/CPR, Occupational Safety, Nursing Assistance