

# GLENN LONGOS

6060 Forest Hill Blvd. Apt No. 210

West Palm Beach, Florida 33415

Contact No.: [REDACTED]

Email add: [REDACTED]

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## WORK EXPERIENCES

**Employer: Sutton Place Condominium Assoc., Inc.**  
Palm Beach FL 33480

April 2015 – present

**Position: FrontDesk/Doorperson**

### **Duties and Responsibilities:**

- Opening doors for incoming and outgoing owners and guests in a courteous manner.
- Announce guests by phone before admission and recording arrival and when leaving.
- Accept incoming calls and do outgoing calls for owner services like reservations.
- Being prepared for the unexpected to be able to handle all emergencies.
- Perform regular maintenance checks on two condo units ,done outside the clock, like making sure the plumbing and electrical lines are working, signs of flooding or water leaks, moisture and humidity content and several others.

**Employer: SEARS** Boynton Beach FL

November 2014 – present

**Position: Consultative Sales Associate** (Tools, Sporting Goods and Lawn & Garden)

### **Duties and Responsibilities:**

- Direct Sales to in-store and calling customers.
- Attend to customer's queries and technical needs.
- Customer Service like handling bill payments, returns and merchandise pickup
- Ring customer checkout at POS.
- Maintain cleanliness and tidiness on floor and rack products.

**Employer: Pacific Medical Repair, Wellington Florida USA**

May 2012 – July 2014

**Position: Image and Video Scope Technician**

**Duties and Responsibilities:**

- Repair and Re-Build ACMI image scope and Olympus Video Scopes according to original manufacturer's specifications and quality requirements.

**Employer: LOWE's Home Improvement, WPB Florida USA**

April 2012 – April 2013

**Position: Electrical Department Sales Associate (part time)**

**Duties and Responsibilities:**

- Direct Sales to in-store and calling customers.
- Attend to customer's queries and technical needs.
- Maintain stock availability on every aisle of department assigned.
- Maintain cleanliness and tidiness on floor and rack products.

**Employer: MIDMAC Contracting Co. LLC, Doha Qatar**

Oct 2009 – Oct 2011

**Position: Quantity Surveyor**

**Duties and Responsibilities:**

- Study, evaluate, apply and defend Variation Orders for civil and architectural works.
- Monitor Subcontractor works and Billing Statements.
- Material Quantity Take-offs for Civil and Architectural Works.

**Employer: Engineering Contracting Co., LLC. , Dubai UAE**

Dec 2005 – Jan 2009

**Position: Quantity Surveyor/Cost Control**

**Duties and Responsibilities:**

- Prepare productivity guides for labor and machinery control.
- Submit monthly payment applications each month, expedite issue of payment certificates, monitor payments and chase cash.
- Undertake re-measurement and prepare, submit and agree monthly valuations, variations and final accounts.
- Ensuring all documents that are records of costs incurred are properly cost coded in order to have a realistic cost reports for monthly review by management.

**Employer: PHILMETAL PRODUCTS, INC., Talisay City, Cebu, Philippine**

Aug 2002 – Nov 2005

**Position: Technical Services Section officer**

**Duties and Responsibilities:**

- Responsible for checking and monitoring the design analysis, costing, estimates charges for installation.
- Support Sales Department on technical aspects that may be required during the closing of the project.
- Supervises actual measurements for roof framing for sales quotation and sales contract purposes.
- Supervises on-going project installation.
- Introduce techniques on proper installation procedures.

**EDUCATION**

**University of San Carlos, Talamban, Cebu City, Philippines**  
B.S. Civil Engineering

Graduated-2001

REFERENCES

[REDACTED]  
Contact No.: [REDACTED]

**Christian Teves**  
Contact No.: [REDACTED]

**Carlo Taboada**  
Contact No.: [REDACTED]