

Curriculum Vitae of

Ms. ANA MARIE D. REGACHO

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Date of birth: May 20, 1983

Availability: Available immediately



PERSONAL PROFILE

A conscientious, competent and self-motivated individual with more than 13 years of work experience both in the Technical Support and Administrative field of Construction and Oil & Gas Onshore Projects; Efficient, flexible and quick-witted team player who can accomplish various assignments, able to set priorities, adjust to changing situations and work obligations, and excel at building trust with colleagues; Respect cultural sensitivity and able to build rapport with a diverse workforce in multicultural circumstances; Confident and hard-working employee, who is committed to succeeding excellence and highly motivated to initiating work independently with minimal supervision.

EDUCATIONAL ATTAINMENT

College : University of San Jose-Recoletos, Cebu City, Philippines - Graduated October 2004
Bachelor of Science in Commerce, Major in Management Accounting

High School : Virgen Del Pilar Academy, Pilar, Bohol, Philippines - Graduated March 2000

Elementary : Andres Soriano Junior Memorial School, Masbate City, Philippines - Graduated March 1996

SKILLS

- Computer-literate with extensive proficiency in Microsoft Office Applications
- Knowledgeable in Oracle Primavera Unifier, Aconex, EDMS and Project Connect
- Email Clients and Internet use
- Effective written and verbal communication
- Excellent interpersonal and motivational skills and can interact efficiently with contractors, subcontractors, clients and colleagues
- Eager to learn and meet challenges and quickly integrate new concepts
- Goal-oriented and results-driven; able to work under pressure and meet deadlines

WORK EXPERIENCES

PROJECT SITE SECRETARY / DOCUMENT CONTROLLER

May 09, 2017 – April 04, 2020

Company : KEO International Consultants – Project Management Construction Management (PMCM) Division
Projects : Dubai Hills Estate Development Boulevard and Public Realm Hard and Soft Landscaping Works;
DAMAC Akoya Oxygen Project, Dubai, United Arab Emirates
Clients : EMAAR Properties; DAMAC Properties - Frontline Investment Management (FLIM)
Industry : Landscaping; Construction of 981 Villas and Infrastructure Works

- *Reports to the Resident Engineer of the Project and provide full administrative/secretarial support for the department.*
- *Manage all incoming and outgoing correspondences, transmittals and technical submittals. Circulate to the respective disciplines as per the Resident Engineer's instruction.*
- *Draft outgoing correspondences for correctness and completeness in coordination with the Resident Engineer for his final review and comments, and ensure that appropriate letter references are attached.*
- *Prepare Internal Monthly Quality Performance Report and provide details for the KEO Monthly reports.*
- *Prepare KEO Monthly Invoices and Manning Schedules.*
- *Maintain an up-to-date record of all Work/Material Inspection requests (IR/MIR), RFI's, CVI's, EI's, IFC drawings, Shop drawings, As-built drawings, Variations, Quality Control Reports (QCRs), Material/Technical Submittals of the Project.*

- *In-charge in issuing Non-conformance reports (NCR) and Site Observation reports (SOR) to the Main Contractor and ensure log registers are updated and closeout reports are monitored.*
- *Prepare memos and other reports for internal and external distribution.*
- *Schedule and arrange meeting appointments, organize conference room and update event calendars.*
- *Organize and maintain databases and filing system, both electronic and hardcopies.*
- *Tracks office supplies and requests as required.*
- *Handles telephone calls, take messages and refer calls to the respective staff.*

SHE&S TECHNICAL SUPPORT COORDINATOR

September 22, 2011 – January 22, 2016

Company : JGC Corporation – SHE&S (Safety, Health, Environment & Security) Department

Project : Barzan Engineering, Procurement and Construction (EPC) Onshore Project
Ras Laffan Industrial City, Qatar

Client : RasGas Company Limited

Industry : Oil and Gas

Responsible for the overall coordination and provide an efficient technical administrative support to the Project SHES Management team; main duties and responsibilities include but not limited to the following:

➤ **System**

- *In-charge in review and maintenance, verification of the approval status and revisions of all Barzan Onshore Project SHE&S Plans and Procedures.*
- *Consolidate reports and presentations for the SHES monthly and quarterly steering committee meetings.*
- *Maintain record of all SHES Activities for Camps and Project Site.*
- *Prepare Incident-Injury Free (IIF), Tool Box Talks (TBT), Monthly Safety Awards, and Site Management Safety Walkthrough rosters, monitors and evaluates attendance/participation compliance.*
- *Prepare Weekly Scorecard and Incident Statistical Reports submitted to Client RasGas.*
- *Prepare Monthly Project SHES Performance and Progress Reports submitted to Client RasGas and Yokohama.*
- *Update Project Observation Milestones that comprises the Behavioral Observation and Intervention checklists, JGC Safety Observation cards, Site Total Safety Task Instructions (TSTI), Tool Box Talks (TBT), Safety and Environmental Risk-Based Performance Inspections, and Camp/Site walkthroughs.*
- *Draft and issue site-wide SHE&S Posters, Bulletins, and Safety Alerts.*
- *Performs special tasks for the SHE&S Manager and Section Coordinators.*

➤ **Behavioral Observation and Intervention**

- *Maintain BO&I database master register for JGC, Client and Subcontractors.*
- *Prepare periodic BO&I Key Performance Indicators (KPI), Steering Committee Meeting presentations, and Statistical Reports.*
- *Prepare Quarterly BO&I Trend Analysis Report of the overall trends and improvement actions identified during the reporting period.*
- *Schedule for the Weekly Coordination meeting and site visits.*

➤ **Training**

- *Prepare Monthly SHES Training Schedule for site-wide dissemination.*
- *Prepare Weekly SHES Training Scorecard, Accomplishment Report and Key Performance Indicators (KPIs).*
- *Assist in the issuance of the updated SHES Training Matrix through Site Notice.*
- *Facilitate Third Party training courses and maintain efficient tracking record, e.g. NEBOSH, Taproot, Basic Life Support and First Aid, Authorized Gas Tester, H2S Opito Approved, Escape Breathing Apparatus, etc.*
- *Maintain accurate training database system and frequently update the attendance sheets of the participants. Assist in facilitating training requests, reservation and booking, preparing SHES Training passports to newly inducted employees, and issuing relevant training certificates upon completion of the course.*

➤ **Incident Logging**

- *Member of the Project Incident Management Team and reports directly to the JGC Deputy Incident Coordinator.*
- *Captures significant events and occurrences, and logging incident data and timelines to support incident investigation and report development.*
- *Inscribes and posts events relevant for display in Incident Coordination Center.*

SHE&S ADMINISTRATOR**August 01, 2010 – August 31, 2011**

Company : Chiyoda-Technip Joint Venture (CTJV)
Safety, Health, Environment & Security (SHE&S) Department
Project/Client : Qatar, ConocoPhillips, Shell (QCS) Onshore Project, Ras Laffan Industrial City, Qatar
Industry : Oil and Gas

- *Prepare periodic Project Statistics Reports, Project Safety Job Bulletins and Safety Alerts.*
- *Responsible for the preparation of Incident Reports and submit to Company and Subcontractors.*
- *In-charge of the monitoring and safekeeping of all SHES materials and equipment.*
- *Organize essential documents for the Management walkthroughs, finalize results and disseminate to members.*
- *Assist in the preparation of meeting and conferences. Provide copying, scanning support, distribution of documents, retrieval and filing of all necessary documents. Perform other related duties as required.*

PMC WinPCS OPERATOR**June 01, 2008 – July 31, 2010**

Company : Chiyoda-Technip Joint Venture (CTJV) – Pre-Mechanical Completion Department
Project : QatarGas 3&4 and Qatar, ConocoPhillips, Shell (QCS) Onshore Projects,
Ras Laffan Industrial City, Qatar
Client : QatarGas Company Limited and Qatar, ConocoPhillips, Shell
Industry : Oil and Gas

Appointed for the overall documentation related to the WinPCS program in the PMC department, in addition to the normal secretarial duties.

- *Monitor data processing, entry and status report into the WinPCS.*
- *Update daily the Check Sheets and Punch Control Lists status.*
- *Gather all updated Check Sheets and Punch Lists for the coordination meeting.*
- *Coordinate all queries to all discipline Engineers and to the POC for any interface check sheets and punch items need to be resolved.*
- *Clear, close and update punch items submitted and rectified by Area leaders and other disciplines into the WinPCS.*

PMC SECRETARY**May 09, 2007 – May 31, 2008**

Company : Chiyoda-Technip Joint Venture (CTJV) – Pre-Mechanical Completion Department
Project : QatarGas 3&4 Onshore Project, Ras Laffan Industrial City, Qatar
Client : QatarGas Company Limited
Industry : Oil and Gas

- *Responsible for the preparation and issuance of Method Statements and PMC Procedures to the Client and Subcontractors.*
- *Prepare a file-wise system for the Method Statements and PMC Procedures according to activities and revisions. Update control sheet on a timely basis to make certain the proper tracking scheme.*
- *In-charge of the preparation and transmission of the PMC Notifications of Intent which is dynamic for the daily activities and status updates at Project Site.*
- *Update necessary information related to PMC issues and guarantee continuity during the absence of department members by being involved in and fully aware of departmental matters by taking own initiative and seeking advice if necessary.*
- *Produce and provide routine regular reports, presentations and other departmental information as necessary.*
- *Manage the logistics of the Manager's meetings with the Client and other concerns.*

LABORATORY & ENGINEERING ADMIN STAFF**December 23, 2004 – November 30, 2006**

Company : Hanjin Heavy Industries & Construction Company, Ltd.
Project : Construction of Irrigation Canals and Appurtenant Structures, Bayongan Dam, Bohol, Philippines

- *Maintain effective filing system and create database for documents and correspondences.*

- Carry out various functions as to receiving, safekeeping and maintaining Project documents for reproduction and distribution.
- Prepare Monthly Materials Test and Investment Reports for Contract 2-Canal Project.
- Record laboratory test results as to Concrete Breaking of Cylinder Specimen, Field Density Test of Embankment and Structure Backfill, Quality Control of Embankment Materials, Aggregates Testing and Concrete Evaluation.
- Review incoming and outgoing correspondences and draft response letters.
- Initiate purchase requisitions for both materials and services; maintain sufficient supply of stationery items and prepare requisitions for replenishment of the stocks.
- Facilitate in the preparation of Progress Billing and Statistical Report, Weekly Work Schedule, Weekly Accomplishment Report and Daily Field Resources.
- Assist in the preparation of Quality take-off earthworks, structures and accountability reports on monthly basis.
- Follow-up submittals of all outgoing documents to the Consultant and the Client.
- Coordinate in depositing checks for employees and payments of company expenses.
- Coordinate activities with other departments and Consultants.

PROFESSIONAL QUALIFICATION & MEMBERSHIP

- NEBOSH International General Certificate in Occupational Health and Safety (IGC-1,2&3)
Completed May 2013 with Credit Grade – British Standard
- Member Relation Officer of the Philippine Association of Safety Engineers (PHASE)-Qatar
- Member of Junior Philippine Institute of Public Accountants, ALUMNI-Josenians Inc. Philippines

OTHER SEMINARS/TRAININGS ATTENDED

- January 2016 A Deeper Understanding of Being in the Health and Safety Field
- December 2015 Life Saving Rules
- November 2015 Incident Management; Principles of Safety Leadership
- October 2015 Technical and Safety on Scaffoldings; Overview on National Fire Protection Association (NFPA) Codes and Standards; Managing Safety; Focus 4: Take A Choice or Take A Chance
- September 2015 Sulfur Dioxide Awareness
- August 2015 Control of Substances Hazardous to Health
- July 2015 Fundamentals of Advance Occupational Safety and Health in Construction Industry (Safe Operation & Internal Traffic Control, Work Zone Traffic Control, Overhead & Underground Power Lines, Heavy Equipment and Operation); Concrete Safety
- June 2015 Barzan Project H2S/EBA Awareness Training; Heat Stress 2015; Environmental Awareness and Food Safety Training
- May 2015 Technical Conference: A Challenge of Change in Safety
- April 2015 Emergency Preparedness
- March 2015 Setting Up Safety in the Workplace (Safety Advisor Course); Facilities Management; Health and Safety Outreach Seminar
- February 2015 Fundamentals of Occupational Safety and Health in Construction Industry (Introduction to OSH, Excavation Safety, PPE, and Machine Guarding Safety); Power of HSE Communication
- January 2015 HSE Essential to Oil and Gas Industry (Introduction to Oil and Gas Industry, Hydrogen Sulfide/Breathing Apparatus, Transition to Pre-Mechanical Completion and Construction & Commissioning Simultaneous Operations, Construction Safety Training for SV, PTW, Piping Safety and Safe use of Cylinder Gas).
- February 2013 Behavioral and Intervention and SHE&S Supervisor Leadership Skills Training
- December 2012 Ras Laffan Workers Health Promotion Program (Hypertension, Diabetes, Dislipidemia Awareness)
- September 2012 Project On-Scene Commander Training
- September 2011 SHE&S Orientation, Heat Stress, Manual Handling, Total Safety Task Instruction
- Basic Life Support & Automated External Defibrillator and First Aid Course at Hamad International Training

REFERENCES

Available upon request.