

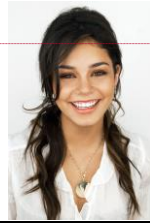
CURRICULUM VITAE

JOVELYN JE. LAGUNDAY

Current Address: Hemet, California

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CAREER OBJECTIVE

To be part of organization where my existing skills and experience in the areas of Sustainability, Administration, Accounting, Operation, Logistics and Business Development can be utilized which lead to a more challenging responsibilities.

SUMMARY

Have a Bachelors Degree in Accountancy, a LEED Accredited Professional and Pearl Qualified Professional (PBRS, UPC - Estidama) with executive level management experience in IT (BMS) Industry, Green Building Consultancy and Architectural Design Firm for 5 years in the UAE.

Overall, I have more than 10 years of working experience in the area of Sustainability, Business Development, Administration, Accounting, Operation and Logistics for Oil & Gas.

QUALIFICATION

Bachelor of Science in Accountancy - 2000

Philippine School Of Business Administration – Manila

LEED AP (Leadership in Energy and Environmental Design Accredited Professional) - 2009

United States Green Building Council (USGBC)

PQP, PBRS (Pearl Qualified Professional, Pearl Building Rating System) – 2013

Abu Dhabi Urban Planning Council (Estidama)

SPECIAL SKILLS

Proficient in Microsoft Office application like MS Word, MS Excel, MS Visio, PowerPoint presentation, Internet Application, Email Outlook, Graphical Representation and Quickbooks Accounting.

CORE COMPETENCIES

- Innovation and Design Credits for LEED Projects
- Green Building Educational Program for LEED projects
- Guiding Sustainability Clients to achieve LEED certification
- Value Engineering and Cost Analysis to incorporate in the proposal
- Preparing Technical Proposal for Energy Management and Architectural Design
- Business Development and Tendering
- Operation, Admin and Accounting Duties
- PowerPoint Presentation
- Research & Development

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Salient Points

Pro`s

1. Almost dealt with all important parts of the CV
2. Attempt to display accurate and correct information

Cons:

1. Poor presentation (better styling, font, para etc. required)
2. Exceeds length. CV should be preferably 2-4 pages
3. Achievements missing
4. Summary too short
5. Roles not described properly
6. Personal details not complete

Commented [m2]: Looks good

Commented [m3]: Very short. The introduction needs to have more details about your skills and strengths. This is an area the HR's pay maximum attention

Commented [m4]: Wrong placement. Unless you are a fresher or looking for a job on the basis of a recent qualification the academics should be down below. Your most important asset now is experience and not education

CAREER EXPERIENCE

HKR Middle East Architects Engineering LLC February 2014

February 2013 –

Abu Dhabi / Dubai, UAE

Office Administrator

Reporting line – Managing Director

Responsibilities:

- Executive Assistant to the Managing Director including assistance in Business Development
- Maintain company confidential information and correspondence, support for salary administration, employee resourcing decisions and other confidential activities related to the management.
- Assists on Project Administration and Coordination
- Quality Assurance
 - Audit of established filing systems and records
 - Audit output of Document Controller
 - Audit output of Project Secretary
- Financial:
 - Bookkeeping
 - Preparation of Financial Summary
 - Preparation of Monthly Budget Forecast
 - Preparation of Monthly Invoices
 - Preparation of Monthly Payroll
 - Preparation of Monthly Bank Reconciliation
- Prepare and monitor Accounts Receivable and Accounts Payable
- Attend various HR duties when required
- Full Administrative support to the Managing Director and Management Team

Projects worked on:

Administrator in the following prestigious project:

- **Abu Dhabi Plaza, Kazakhstan Project:** A staggered matrix of buildings with a retail and leisure podium and a hotel cluster at the base that rises to form a series of office and residential towers to the north creating a new landmark on Astana's skyline. A project of Aldar Properties PJSC. Pursuing USGBC LEED certification.
- **Mediclinic City Hospital (MCH), Dubai Project:** Part of Mediclinic Middle East a wholly owned subsidiary of Mediclinic International, one of the 10 largest listed private hospital groups in the world.

Pacific Control Systems LLC

January 2011 –

February 2013

MECSD / PCS

Techno Park, Dubai-UAE

QS & Design Engineering – Executive Admin, LEED AP

Projects worked on:

Emirates Energy Star Program (Energy Management System) – it s a collaborative effort by Etisalat and Pacific Controls to engage and execute the project that aims to substantially reduce energy consumed by existing buildings in the UAE.

Responsibilities:

- Prepare a Technical Proposal that includes system architecture, energy conservation measures, payback period calculation and project background information for submission to client
- Supports the Business Development and Technical Team to do value engineering and cost analysis to incorporate in the proposal

- Review and ensure the Return on Investment (ROI) to include in the technical proposal is accurately calculated
- Prepare a proposal presentation to client
- Ensure the proposal is submitted on-time to client
- Ensure the completeness and accuracy of the proposal submitted
- Prepare a status reports of proposal/bid
- Prepare a PowerPoint presentation and assist on the client presentation(to convey the concepts of Energy Management Solution and other company services to client)
- Coordinate with Technical Team the documents needed in preparing the design.
- Adopt a team approach; work with others in pursuing common goals.

Others:

- Performing internal audit and calculations, and maintain confidentiality for Accounts Department of actual cost incurred, collections, invoices for all projects and update the outcome in the Project Costing Tracker.
- Under training for cost estimation (QS) to incorporate in the proposal.

MECSD / PCS (Middle East Centre For Sustainable Development)
2011 Techno Park, Dubai-UAE

October 2008 – January

Executive Admin, LEED AP

As Executive Admin for MECSD specializes in the Internet Technology & Graphics, serves MECSD and the specific sustainability and green building techniques for MECSD clients to achieved Green Building certification.

Work on a fact sheet or case study for all MECSD-USGBC LEED certified projects that was submitted to EHS Dubai.

MECSD has more than 24 USGBC LEED certified projects, which 2 of these got Platinum certification, the highest level of certification in LEED.

Responsibilities:

- Prepare and maintain the eco-charrette template. Involved in all eco-charrette meeting for the entire projects of MECSD guiding clients through the LEED Green Building Certification Process.
- Involve in the creation of MECSD sustainable projects for Green Educational Program - Innovation and Design credits in order to provide clients and project teams more efficient methodology in attainment of LEED green certification.
- Responsible for the creation of a case study or fact sheet for all LEED certified projects of MECSD that was (and to be) submitted to EHS (Environment Health & Safety) Dubai.
- Coordinate and screen the suppliers of sustainable building materials if they meet the LEED requirements.
- Maintain and manage database for UAE Green Suppliers and MECSD clients
- Regularly coordinate with Team Leaders for their monthly project status report to be conveyed to the CTO and Customer Service Manager
- Create and/or assist on the PowerPoint presentation and other technical aspects of documentation
- Coordinate any IT related issue to the IT department
- Prepare graphical representation to incorporate in the report and presentation
- Prepare quarterly newsletter for internal purposes only to feature on the company intranet
- Assist on preparing proposals for prospective clients

- Attend events such as conferences, seminars and exhibitions
- Doing Research and Development

Projects worked on:

Work and assists on LEED documentation focusing on Innovation and Design credit.

Document and guide strategies for Green Building Educational Program and Exemplary Performance of the following LEED certified projects:

1. **Nestle Dubai Manufacturing, Techno Park, Dubai – LEED Gold certified, N C v2.2**
7th LEED project in the UAE that achieved LEED NC v2.2 Gold certification.
2. **LG Electronics Gulf FZE, JAFZA, Dubai – LEED Gold certified, N C v2.2**
1st Multiple Building project in the Middle East that achieved LEED NC v2.2 Gold certification.
3. **TLM Technologies FZE, JAFZA, Dubai – LEED Platinum certified, NC v2.2**
2nd LEED project in the UAE that achieved LEED NC v2.2 Platinum certification, the highest rating in LEED certification.
4. **Walls & Floors ME, JAFZA Dubai – LEED Gold certified**
1st LEED project in the UAE that achieved LEED NC v2.2 Gold certification.
5. **Cruise Terminal, Port Rashid, Dubai – LEED Silver certified – NC v2.2**
1st Cruise Terminal project in the Middle East that achieved LEED NC v2,2 Silver certification.
6. **Pacific Controls Inc., New Jersey, USA – LEED Silver certified – Clv3**
7. **Pacific Controls Systems LLC, Techno Park, Dubai – pursuing LEED for Existing Building v3**

**Sta. Lucia Transport Corporation
2008**

May 2000 – September

Pandacan Oil Depot, Philippines
Operation /Accounting Executive

Accredited Hauling Company of Petron Corporation and Exxon Mobil-Philippines.

Responsibilities:

- Supervise the overall hauling operation of the company (logistics for Oil & Gas)
- Coordinate and monitor security and safety matters related to business with the General Manager
- Monitor and ensure the timely delivery of petrochemical product to service station and industrial customers
- Prepare weekly and monthly reports on volumes/profits
- Keep tracks on the losses and gains of the company
- Ensure accurate delivery cost is billed to client
- Supervise and ensure the accounting data and payroll is properly manage and computed
- Schedule the Payables and Receivables
- Prepare and report on time check payment together with the invoice to client
- Attend bank transaction related to business
- Authorizing the preparation and issuance of Purchase Orders, Waybills and Invoices
- Prepare business and legal correspondence
- Monitor and procure office supplies and other office or business requirements (especially licenses from government agencies)

- Scheduling of personnel assignments

PERSONAL INFORMATION

Date of Birth : July 5, 1979
Place of Birth : Philippines
Gender : Female
Language/s : English & Filipino
Speak & Write