

Marasigan, Sheena B.

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Objectives

Looking forward to work in challenging environment where my working capabilities can be effectively utilized to improve operations and contribute to the company’s growth through highest level of commitment and continued development of professional skills.

Professional Skills

- Proficient with Microsoft Office Application (Word Excel and Power Point)
- Highly skilled in team leadership, relationship development, goal attainment.
- With knowledge in various Internationally quality requirements, standard procedures, and documentation for different types of application
- Flexible, competent, confident, and resourceful – with strong commitment on as-signed task

On the Job Trainee

- **Toyota Batangas City, Inc**
Vehicles Sales Department
Diversion Road, Barangay Balagtas, Batangas

Personal Details

Date of Birth : March 12, 1998
Language : English, Filipino
Height : 5'3

Educational Background

- Tertiary
School : Batangas State University Main Campus I
Address : Rizal Avenue, Batangas City
Course : BS in Business Administration
Major in Marketing Management
School Year : 2014 – 2019
- Secondary
School : San Pascual National High School
Address : San Pascual, Batangas City

Seminars and Trainings

- **Marketing Research Seminar: Meeting the Challenge: Exploring the new Trend in Marketing Research**
Batangas State University Main Campus I
Rizal Avenue, Batangas City
March 4, 2016
- **13th POLITIKAPEKONOMIYA: “The Philippines Tomorrow: Pain or Gain**
Batangas State University Main Campus I
September 14, 2015
- **BEC 2015: 1st BatStateU Business and Entrepreneurship Conference: Building**

Business Continuity and Resiliency in a Global Economy

Batangas State University Main Campus I

September 14, 2015

- **BEC version 1.5: Business and Entrepreneurship Conference**

Batangas State University Main Campus I

March 4, 2016

Position Title: **Test Package Piping & Pre-Commissioning Construction Coordinator.
Technical Document Control (TDC)**

Company: **CTCI Engineering and Construction Services**

Fluor Corporation

Organization: **JG Summit / EPC2 Expansion Project**

Location: **Batangas City / Simlong**

Continue Service: **13-Apr-2019 ~ up to the Present.**

Duties and Responsibilities:

- A multi disciplines Technical Document Control of Test Packages personnel with having 2 years of progressive working experience in Petrochemical construction industries.
- Knowledge and able to input Daily Welding Accomplishment Report from Subcontractor in the CTCI CMS System.
- Familiar with CTCI System particularly in CMS reporting.
- Coordinating to Piping Supervisor / Superintendent / and Piping Manager of work activities related to Piping Fabrication, Welding Report to prepare daily report and accomplishment.
- Assist the site Piping Manager in the organization, and maintenance the technical reports presenting on the daily meeting with the management.
- Work with construction supervisor their daily accomplishment on site related to Piping and Pre-Commissioning.
- Daily co-ordination with piping and test package group.
- Ensure that activities assigned are implemented within agreed time scales.
- Work with Quality Control Department of what test packages are being tested and updates on the system.
- Coordinate with the Project Management Company (PMC) for the test packages ready for signatures.
- Prepare daily report and log for the Piping Test Packages.
- Monitor the piping test packages in & out in the office.

- Coordinate with construction testing group and QC department in the preparation testing.
- Preparation of pipeline drawing / isometric drawing for the piping team / and checked the latest revision.

Character References

Christian De Guzman

QC Inspector
0916-684-9629

Zyril Manalo

Associate Asean
Engineer
0956-811-9496

Erman Pasno

Head Insurance, Toyota Batangas City, Inc.
(043) 723 7386

I hereby declare that the above written particulars are true to the best of my knowledge and beliefs.



Sheena B. Marasigan