

# DONATO P. ROQUE, JR.

BLK.68 Lot 17 Upper Bicutan

Taguig City, Manila

09171288331

[donatoroque@gmail.com](mailto:donatoroque@gmail.com)



## CAREER OBJECTIVE

Seeking a position in a company that offers growth potential where opportunities are well matched to my personal abilities and skills. To further enhance my career in the fields related to my degree and to put into practice the knowledge I have gained in my previous job and to earn experience in working with firms and companies.

## PERSONAL BACKGROUND

37 years old, born on May 01, 1985

5' 7" in height, 110 lbs in weight

Roman Catholic

Single

Speaks English

Proficient in MS Office

## WORK EXPERIENCE

### Experience

**10 years of total experience**

**March 2017 - Present**

**QA/QC-Manager /**

**ISO Auditor**

**Safety Officer**

**Shimizu Philippine Contractors, Inc**

### FUNCTIONS AND RESPONSIBILITIES:

1. Oversees and directs all quality assurance and control functions.
2. Ensures the effective and efficient implementation of Company Rules and Regulations, quality policies, systems and procedures.
3. Ensures that Good Construction Practices are strictly implemented and followed.
4. Ensures the schedule of audit and training of auditors in their designated area of responsibility.
5. Performs all required quality procedures and systems are executed.
6. Conducts material or equipment testing to ensure high quality and compliance to established standards of the Company.
7. Monitors the approval of client and vendor regarding supplied materials.
8. Conducts orientation and briefing about quality assurance and control before work commences.
9. Monitors and inspects the different stages of construction such as precast, formworks, rebar and concreting.
10. Documents and evaluates day-to-day quality compliance and progress of Construction.
11. Ensures customer satisfaction in the different stages of the project.
12. Prepares and submits necessary documents and reports required by the Management.
13. Performs other management mandated functions.

**May 2013 – March 2017**  
**QA/QC-HEAD (Architectural / Structural)**  
**SAFTY OFFICER**  
**Ironcon Builders and Development Corporation**

**FUNCTIONS AND RESPONSIBILITIES:**

1. Oversees and directs all quality assurance and control functions.
2. Ensures the effective and efficient implementation of Company Rules and Regulations, quality policies, systems and procedures.
3. Ensures that Good Construction Practices are strictly implemented and followed.
4. Ensures the schedule of audit and training of auditors in their designated area of responsibility.
5. Performs all required quality procedures and systems are executed.
6. Conducts material or equipment testing to ensure high quality and compliance to established standards of the Company.
7. Monitors the approval of client and vendor regarding supplied materials.
8. Conducts orientation and briefing about quality assurance and control before work commences.
9. Monitors and inspects the different stages of construction such as precast, formworks, rebar and concreting.
10. Documents and evaluates day-to-day quality compliance and progress of Construction.
11. Ensures customer satisfaction in the different stages of the project.
12. Prepares and submits necessary documents and reports required by the Management.
13. Performs other management mandated functions.

**Role Others:**

To promote safety and health to the whole project site. To educate and teach with regards on safety and health. To disseminate to all employees all over the project site. To maintain and secure all safety and health matter for betterment of the employees and the environment.

**December 2011- May 2013**  
**QA/QC (Architectural/STRUCTURAL)**  
**MEGAWIDE CONSTRUCTION CORPORATION**

**FUNCTIONS AND RESPONSIBILITIES:**

1. Oversees and directs all quality assurance and control functions.
2. Ensures the effective and efficient implementation of Company Rules and Regulations, quality policies, systems and procedures.
3. Ensures that Good Construction Practices are strictly implemented and followed.
4. Ensures the schedule of audit and training of auditors in their designated area of responsibility.
5. Performs all required quality procedures and systems are executed.
6. Conducts material or equipment testing to ensure high quality and compliance to established standards of the Company.
7. Monitors the approval of client and vendor regarding supplied materials.
8. Conducts orientation and briefing about quality assurance and control before work commences.
9. Monitors and inspects the different stages of construction such as precast, formworks, rebar and concreting.
10. Documents and evaluates day-to-day quality compliance and progress of Construction.
11. Ensures customer satisfaction in the different stages of the project.
12. Prepares and submits necessary documents and reports required by the Management.
13. Performs other management mandated functions.

**Role Others:**

To promote safety and health to the whole project site. To educate and teach with regards on safety and health. To disseminate to all employees all over the project site. To maintain and secure all safety and health matter for betterment of the employees and the environment.

**July 2010 – August 2011**  
**QA/QC-Inspector HEAD / SAFTY OFFICER**  
**Spraycrete Corporation**

**FUNCTIONS AND RESPONSIBILITIES:**

1. Drafting (Manual and Basic Auto cad layout), planning and design, including preparations of complete sets of working drawings for building permit and actual construction.
2. Does ocular inspection and actual measurement of proposed project.
3. Provide schematic plan layout/shop drawings, base on the requirements. That includes scope of works and specifications for quotations and bidding purposes.
4. Submit cost estimate base on bill of materials of a certain project.
5. Canvass materials and coordinate suppliers and contractors regarding project.
6. Review quotations and make certain suggestions/recommendations for Chairman's approval.
7. Supervised actual construction and submit progress report with weight percentage accomplished.
8. Submit inventory of materials.
9. Review as-built plans submitted by contractors.
- 10 Attend repair works and perform other tasks as may be assigned from time to time.

- review the contracts and specifications of the projects.

perform the weekly meeting about the technical works with the subcontractors regarding on the development of their assigned job.

- coordinate to the project engineer for civil works and development of projects.
- inspection of Architectural and other utilities like mechanical, electrical, plumbing and fire protection works and schedules.
- perform the weekly and monthly reports about the development of the projects.
- Responsible in the progress of construction.
- Monitoring quality systems, quality control procedures and plans, handling all quality issues with project management.

**August 2008 – July 2010**  
**QA/QC-Inspector**  
**CHINA MAGNETIC CORPORATION**  
**REPUBLIC OF CHINA**

1. Review the contracts and specifications of the product.
2. Perform the weekly meeting about the product, works with the workers regarding on the development of their assigned job
3. Coordinate to the project engineer for the assigned works and development of product.
4. Inspection of the product works procedures, development and schedules
5. Perform the daily, weekly and monthly reports about the development of the product.
6. Responsible in the progress of production.
7. Monitoring quality systems, quality control procedures and product, handling all quality issues with product management.

## **EDUCATIONAL ATTAINMENT**

- 2002 – 2008                      Technological Institute of the Philippines (TIP) - Quiapo, Manila Philippines**
- Bachelor of Science in Architecture
- 28 May – 8 June                AUTOCAD 2007 - Manila, Philippines**
- MicroCadd Technologies Co., Inc. – Manila

## **TRAININGS AND SEMINARS ATTENDED**

- **Construction Quality Control Seminar** – schedule every month at Project Construction Site.
- **40 hrs. Construction Occupational and Safety and Health Training**
- **NCII- Scaffolding Erector Inspector**
- **Train the Trainers Seminar**
- **Future Managers Training Program**
- **Basic Contracts Management**
- **AUDITOR- ISO 45001: 2018 Awareness Training (Safety Management System)**
- **Training the Auditors for : ISO 9001 (Quality Management, ISO 14001 (Environmental Management)**
- **Safety and QA/QC Monozukuri**– represented Shimizu Philippines Headquarter for Project Monozukuri held in Tokyo Japan.

