

Civil Engineer

Australian Permanent Resident, eligible to work
Location: Gold Coast, QLD

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EDUCATION

Bachelor's degree in Civil Engineering - 2005, Nueva Ecija University of Science and Technology, Philippines

SOFTWARE EXPERIENCE

- MS Office (Word, Xcel, Power Point, Outlook)
- SPLUNK (Fundamentals)
- AutoCAD; WaterCAD; SewerCAD
- AIMS (Airplane Information Management System)
- Cesar Flight Crew scheduling system
- Airvault system applications
- EFOS applications (Electronic Flight Operations System)
- RFID system applications.

EMPLOYMENT HISTORY

04 Jan 2015 - 12 May 2016	Parsons International - Dubai, United Arab Emirates
25 Aug 2013 - 02 Nov 2014	flyDubai - Dubai, United Arab Emirates
June 2013 - Aug 2013	RAK Airways - Ras Al Khaima, United Arab Emirates
Jan 2011 - June 2013	RAK Airways - Ras Al Khaima, United Arab Emirates
May 2010 - Oct 2010	Midex Airlines - Ai Ain, United Arab Emirates
Dec 2009 – May 2010	Midex Airlines - Dubai, United Arab Emirates
Sept 2007 – Sep 2009	Al Burj Engineering Consultants - Dubai, United Arab Emirates
July 2006 – July 2007	Advance Construction - Makati City, Philippines

KEY EXPERIENCE

My civil engineering experience includes utility demand calculation, model irrigation and firefighting networks, check and review engineering drawings, coordinate designs and documentations within the multidiscipline planning and engineering teams, preparing engineering reports for clients and local authority submissions.

I also have extensive experience in the aviation industry in flight operations administrations, technical records, and publications.

I recently completed course in data analytics foundation, where I gained and developed my knowledge and skills with regards to data collections, data cleansing, and data reporting.

CAREER EXPERIENCE

Parsons International – Dubai, United Arab Emirates

04 January 2015 - 12 May 2016
Junior Engineer

Duties and Responsibilities:

- Prepare and update Utility Demand Calculations (UDC) based on Master Planning details
- Model Irrigation and Firefighting networks based on the UDC in WaterCAD.
- Check and review engineering drawings.
- Coordinate design and documentation with multidiscipline planning and engineering teams
- Revise and update Irrigation, Fire Fighting, Potable Water and Sewer networks according to Master Plan changes
- Update civil engineering reports for client and local authority submissions.

flyDubai - Dubai, United Arab Emirates

25 August 2013 - 02 November 2014
Flight Operations Coordinator - Post Flight

Duties and Responsibilities:

- Aid flight operations support teams with system data and overflight invoicing. Review and verify overflight invoicing details.
- Update Electronic Flight Bags (EFBs) for every AIRAC cycle (AIRAC cycle = every 28 calendar days).
- Weekly configuring of all inflight iPads (Trial testing for replacement of EFBs with iPads).
- Coordinate iPad trial implementation with Flight Operations Manager and Senior EFB Officer
- Assists Flight Operations Analyst with system data gap analysis, follow up with internal stakeholders, corrections (fuel figures on electronic journey log, ACARS messages, and providing monthly reports).
- Review post flight documentation for non-regular flight routes.
- Update Air Crew Notices folders for all aircraft for interval of 3 working days.
- Assist charting team on aeronautical charts (LIDO Charts), update onboard aircraft.
- Cover shifts with Flight Support Team as required.
- Provide Flight Crew support for electronic journey logs (EJLs) for flight fuel figure corrections.
- Manage pending eJLs and follow up flight crew to complete outstanding eJLs.
- Provide EFOS (electronic flight operations system) access to the new technical staffs. (Engineering, flight operations staff, and outstations representatives).
- Provide Docunet access (electronic documents library) to all crew (flightdeck and cabin crew). Assists staff with system access issues and other queries.

Rak Airways – Ras Al Khaima, United Arab Emirates

June - August 2013
Technical Records and Publications Officer (Engineering and Maintenance)

Duties and Responsibilities:

- Managing Technical Publications for RAK Airways technical publications library.
 - Managing aircraft records and files including completion of Aircraft Airframe, Engines, APU and Modification Logbooks.
 - Auditing completed aircraft records.
 - Updating Computerized Maintenance and Airworthiness System (RAL).
 - Circulation and collation of evaluation forms for Service Bulletins (SB), Component Service Bulletins (CSB), Airworthiness Directives (AD) and other Regulatory and manufacturers publications for presentation at Technical Review Meetings.
 - Managing receipts and distribution of approved airworthiness data.
 - Assisting improvement evaluations for procedures involving aircraft manufacturers, equipment manufacturers/suppliers (including components) including SB's, CSB's, AD's, SL's, and any other supplier documentation.
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- Maintain database of information / history relevant to each aircraft and its systems/components that includes modification data, structural repair records and OEM SB's, SL's & AD's, Notification of embodiment to the manufacturer.
- Aid with investigations arising from ASR's, MOR's etc.
- Assist development and implementation of procedures for aircraft technical operations.

RAK AIRWAYS – Ras Al Khaima, United Arab Emirates

January 2011 - June 2013

Document Controller (Flight Operations)

Duties and Responsibilities:

- Managing operations policies, documentations, and procedures to comply with required industry standards and regulations.
- Coordinate between OCC (Operations Control Centre) and other departments to standardize and cross reference operations manuals and procedures/policies. Ensure documentation meets regulatory standards and complies with General Civil Aviation Authority regulatory standards.
- Manage migration to paperless systems, administration of paperless systems for Operations Documentation, updating electronic documentation. Promote Operations Documentation on the internet/intranet, Flight Operations Portal, Computer Based Training, crew CDs, laptops, ensuring consistency with master copies.
- Maintain and updating reliability standards for existing manuals/forms. Development of specifications for new document structures. Ensure updated manuals and forms are used by all departments through internal audits.
- Instruct and guide flight crew on Operations Manuals and documents changes.
- Manage Jeppesen updates (Controlled Document Library Set). Distribute additional copies to Operations Control Centre and onboard aircraft.
- Prepare weekly document status updates to keep senior management levels and departments aware of the changes made within a week.
- Provide clearance to resigning flight operations staff, ensuring the return of all issued company property.
- Issuing operational documents and instructions on behalf and as instructed by the Head of Airlines Operations
- Coordinate directly with Airbus Customer Support & Flight Operations Team in France, concerning Aircraft Manuals (AFM/FCOM/FCTM/Weight & Balance and Master MEL).
- Coordinate with subcontractors (e.g., Flygprestanda AB in Sweden) regarding weight & balance and performance software.
- Conduct onboard aircraft flight documentation checks on weekly basis.

MIDEX Airlines – Al Ain, United Arab Emirates

May 2010 - October 2010

Technical Publications Representative (Flight Operations)

Duties and Responsibilities:

- Managing company flight operations manuals revisions distributions.
 - Manage all aircraft documents, ensuring that copies in Operations Control Centre and onboard aircraft are updated.
 - Managing Jeppesen Airway Manuals (Operations Control Centre set and sets onboard aircraft, both Airbus and Boeing) based on Jeppesen Airway Manual Calendar.
 - Update runway analysis manuals in Operations Control Centre and in all aircrafts on monthly basis.
 - Monitor and update Aeronautical Information Publications.
 - Conduct weekly aircraft checks to ensure onboard documentation is current and updated.
 - Prepare a special trip kit for flights where the destination is not included in Jeppesen Manuals using Jeppesen e-link. Generate runway analysis as well for the destination including alternate routing.
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- Ensure all onboard documentation including aircraft forms for take-off/landing as well as fuelling are properly maintained.
- Responsible for the aircraft forms revision once updated status from the post holder is received with the help of QA Department.

MIDEX Airlines – Dubai, United Arab Emirates

December 2009 - May 2010

Accounts and Administrative Assistant (Flight Operations)

Duties and Responsibilities:

- Managing petty cash/ float funds of Midex Airlines- Al Ain Office Operations, prepare float expense fund and float expense summary report and weekly summary for cash advances and petty cash transactions.
- Responsible for company's admin operations.
- Human Resources management (staff attendance, leave applications and travel requests).
- Maintaining employees' records and ensuring all documents/procedures are correctly completed.
- Managing requirements for Visa Processing, Airport Pass and General Civil Aviation Authority medical for crew members/pilots.

Al Burj Engineering Consultants – Dubai, United Arab Emirates

September 2007 - September 2009

Technical Document Controller

Jumeirah Lakes Towers - Retail Package Development Project

Duties and Responsibilities:

- Controlling and recording the issue, status, and location of all project incoming/outgoing documentation, including letters, drawings, method statements, material submittals, sample submittals, contracts, payment certificates and other project documents from clients/contractor.
- Facilitating the information management system efficiently and related applying implementation of software required for document control functions.
- Organizing duplication (hard & soft copy) of documents and preparation and maintenance of document registers.
- Maintaining effective security and archiving of all electronic and hard copy documentation and the retrieval thereof when required
- Assisting in compilation of document control operations and maintenance manual information (Controls & procedures) including preparation of procedures and forms for document control and Engineering Dossier for final documentation.

Advance Construction – Makati City, Philippines

July 2006 - July 2007

Project Supervisor

Projects : Antel Venue and Residences - Makati Ave, Makati City Metro Manila Philippines
Corinthians/ City Land - Ortigas City, Metro Manila

Duties and Responsibilities:

- Site supervision of teams responsible for painting/ finishes works.
 - Compilation and procurement of weekly requirements for materials, labour resources and tools and machinery requirements.
 - Managing work teams to achieve programme targets according to project time schedules and deadlines.
 - Technical and administrative coordination between various project disciplines for efficient delivery of project deadlines.
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- Preparations of material schedules, submittals, material mock- ups and following up for client approval.
- Correspondence and coordination with client, main contractors, and project related parties.
- Monitoring and recording progress of works.

TRAININGS AND CERTIFICATIONS

- TAFE Micro-credential Course: Data Analysis Essentials
- TAFE Micro-credential Course: Communications Technologies for Business
- TAFE Micro-credential Course: Digital Data Essentials
- TAFE Micro-credential Course: Digital Literacy Essentials
- Procurement Certification: PCP Level 1 Procurement Fundamentals (Institute of Public Administration Australia)
- Completed SPLUNK Fundamentals 1 Certifications (Online)
- Completed Data Analytics Fundamentals through TAFE Qld

REFEREES

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