

Melvin M. Ranes, BEng, PQS

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JOB OBJECTIVE

To obtain a position within the construction industry that offers challenge and good opportunity for career advancement.

SUMMARY OF QUALIFICATIONS

- A qualified Professional with twelve (12) years experience in Quantity Surveying and Project Management.
 - Quantity surveying and Project Managing skills experienced in Residential, Commercial, office and land development works.
 - Has a sense of commitment and motivates team members to meet client set deadlines.
 - Knowledge in MS Word, MS Excel, MS Powerpoint.
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PROFESSIONAL EXPERIENCE

FLATO DEVELOPMENTS INC.

A recognized Land Developer and Builder located in Markham, Ontario with Projects throughout the GTA.

Manager, Contracts (February 2016 – Present 2019)

Responsibilities:

- Coordinate, review and finalize with consultants residential architectural drawings, truss / floor packages, Hvac designs, survey and lot grading plans to complete working drawings for building permit applications.
- Prepare and develop construction budget based on final architectural/structural drawings, lot grading plans and Flato Management approved specifications.
- Prepare and submit building permit applications to Township / City. Coordinate with municipal planning and engineering department all requirements pertaining to land development and building permit applications.
- Obtain and analyze pricing/quotation from Sub-contractors/suppliers and compare to City approved permit drawings and specifications. Select and award to winning Sub-Contractors, then prepare construction Contracts for execution.
- Set up pre-construction meetings with site supervisors/sub-contractors onsite prior ground breaking to prepare and discuss construction schedule, current site condition, project information and the approved permit drawings.
- Obtain all necessary Province of Ontario construction documents prior the start of construction such as notice of project, utility locates, trades insurances (WSIB, Form1000, COI, Etc.).
- Obtain subdivision utilities (hydro/gas/cable) design and connections, to energization.
- Evaluate and approve change orders, extras to contract. Prepare, maintain and monitor change order logs for all project sites.
- Review, process and approve all invoices from subcontractors, consultants and suppliers.
- Prepare monthly report for the President. Report reflects monthly updates of all project sites such us status of construction contracts, permit drawings, construction budget/actual cost/forecast, building permits, site safety, soil reports, site photos.
- Assist the President in coordinating and obtaining subdivision approvals such as draft plan and site plan applications.

SUDDEN IMPACT GLASS SERVICES INC.

Glazing Contractor located in Vaughan, Ontario specialized in interior renovation, commercial and public transportation terminal glass services.

Project Coordinator/Estimator (August 2015 – January 2016)

Responsibilities:

- Perform glazing quantity take offs and pricing based on architectural plans and specifications for quotations / bid submission to general contractors.
- Coordinate projects to general contractors to establish baseline scope of works prior to award.
- Conducts site visits and assist the Project Manager for actual site measurements to obtain actual sizes of materials prior to ordering.
- Send out request for material quotations to multiple suppliers to obtain the most competitive price for the project.
- Place order of materials and maintains constant communication with the suppliers to monitor any material price increase.
- Coordinate and settle variation / change order claims to General Contractors.

PROFESSIONAL EXPERIENCE (Con'td)

FLUOR DANIEL PHILIPPINES INC.

Engineering Design & Project Management Consultancy firm specialized in Energy, Chemical, Power and Infrastructure Projects.

Associate Project Controls Specialist (March 2014 – April 2015)

Responsibilities:

- Supports the project team leads by tracking and monitoring actual hours spent compared to the baseline hours and alert them for potential overruns. Weekly labor report generated directly from SAP.
- Conducted progress and performance review on a bi weekly basis prior to issuing report to the Project Manager. Progress generated from Fluor's progress and performance measurement tool (EZtrac).
- Conducted schedule reviews with the project team leaders to analyze any project delays or schedule adjustments based on current client standing.
- Prepared Project Status Report (PSR). The report shows the current issues, the actual progress and staffing versus the forecast, financial status and change management summary.
- Prepared Project Marginal Analysis Report (PMAR). The report shows the actual cost spent of the project to date and the forecast cost of the succeeding months up to completion.
- Update and Monitors project deviation log and report to the Engineering Manager & Project Team Leads on any changes in the scope to align the team.
- Attends regular weekly taskforce meetings with the Project team to discuss project issues and provide mitigations to resolve if any.

LANGDON & SEAH PHILIPPINES INC.

Award Winning Cost & Project Management Consultancy firm specialized in all types of Building Projects.

Senior Quantity Surveyor (February 2007 – February 2014), last position obtained

Responsibilities:

- Prepared cost plans/estimates to client. Estimates in conceptual design, design development up to final construction stage plans.
- Conducted bid tender analysis/reports and set clarification meetings with bidders.
- Facilitated construction contract documentation and prepares letter of award.
- Initiates construction cost control thru value engineering cost exercises.
- Provide monthly project financial report to advise the client of overall financial position of the project.
- Monitored contractors insurances and other bonds to be carried out before or during construction.
- Analyzed and properly evaluate project variation works / change orders claim from the contractor.
- Ensured timely release of monthly contractor billing valuations and payment certificates.
- Quantity takeoff/measurement on building plans and preparation of bill of quantities.
- Settlement of final account and contract close-out.
- Attended weekly project technical meetings to address any cost related design changes that may arise during construction.
- Supervised post-contract group with 2 project leaders and with overall 3 active projects in the group.

EDUCATION

Construction Estimating Certificate (August 2017)

George Brown College - Toronto, Ontario Canada

Bachelor of Science in Civil Engineering (February 2006)

Mapua Institute of Technology - Manila, Philippines

PROFESSIONAL MEMBERSHIPS

Professional Quantity Surveyor (PQS)
Canadian Institute of Quantity Surveyors
ID #253498

Registered Civil Engineer
Professional Regulation Commission of the Philippines
License #105957

TRAININGS & COURSES COMPLETED

I. Langdon & Seah Philippines In-house Training

Cost Planning / Estimating
Building Construction Measurement
Building HVAC Works
Building Plumbing & Sanitary Works
Building Fire Protection Works
Building Electrical Works
Atles Pro Estimating Software

III. George Brown College, Toronto
Building Economics Development

IV. Seneca College, Toronto
Introduction to Business Law

II. Fluor Daniel Inc. Philippines In House Training

Introduction to Project Controls

ACHIEVEMENTS

Flato Developments Inc.

- Promoted from Project Estimator to Contracts Manager ~ February 2017

Langdon & Seah Philippines

- PATH (Passion for Excellence, Teamwork & Honesty) Champion awardee ~ December 2012.
 - Nominated for employee of the year presidential award ~ December 2012.
 - 5-year Loyalty awardee ~ February 2012.
 - Top notcher Cost plan training ~ December 2010.
 - Elected as LSPI Social Club sports coordinator, July 2010 ~ July 2011.
 - Promoted from Quantity Surveyor to Senior Quantity Surveyor ~ July 2012.
 - Promoted from Assistant Quantity Surveyor to Quantity Surveyor ~ January 2009.
 - Promoted from Trainee Quantity Surveyor to Assistant Quantity Surveyor ~ August 2007.
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REFERENCE

Available upon request