

# Mae Pearl Ba-at

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 6 Terra Nova Place, Tregear, NSW 2770

## EDUCATION

### Vocational Education and Training

Australian Pacific College	
189 Kent St, Sydney New South Wales 2000	
Diploma of Project Management	10/2022-09/2023
Advance Diploma in Program Management	10/2023-ongoing

### Tertiary level

University of San Agustin	
General Luna Street, Iloilo City Western Visayas 5000, Philippines	
Bachelor of Science in Civil Engineering	2012-2017
• Distinction Awardee	

### Secondary level

Saint Joseph School-Hijas De Jesus	2008-2012
San Miguel, Jordan Guimaras, Philippines	
• 5 <sup>th</sup> Honorable Mention	

### Primary level

Buluangan Elementary School	2001-2008
Brgy. Buluangan, Jordan, Guimaras, Philippines	
• Salutatorian	

## EXPERIENCE

### CARE LIVE SMILE

Bondi Junction NSW 2022  
12/2023-Present

#### Home Care Worker

- Assisting the patient with bathing, grooming and getting dressed
- Handling household tasks like grocery shopping and laundry
- Preparing and serving meals at the appropriate time
- Administering oral and topical medication under the supervision of medical personnel
- Providing mental and emotional support
- Making recommendations to family members and healthcare personnel on the plan of care
- Organising suitable recreational activities for the patient
- Collaborating with other health care and social care professionals to provide the best possible care

### **RIGHT AT HOME SYDNEY THE HILLS**

Suite 17, level 1, 125 main st. Blacktown NSW 2148

08/2023-Present

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### **Woolworths Distribution Centre**

29 Sarah Andrews Cl, Erskine Park NSW 2759

08/2023-08/2023

#### *Voice Picking*

- RF scanning, voice picking & pallet rider experience advantageous
- Efficiently and accurately pick and pack products for customers' orders
- Safely operate machinery and equipment, following all relevant guidelines
- Maintain a clean and organized work environment
- Collaborate with team members to achieve daily targets
- Adhere to strict quality and safety standards
- Receive picking instructions through a voice system headset and locate items within the warehouse based on the provided instructions.

### **Woolworths Distribution Centre**

69 Sargents Rd, Minchinbury NSW 2770

11/2022-08/2023

#### *Pickpacker/ Voice Picking*

- Excellent attention to detail and the ability to work proficiently against KPIS
- Strong physical stamina to handle receptive tasks and lift/ move heavy items
- Efficiently and accurately pick and pack products for customers' orders
- Safely operate machinery and equipment, following all relevant guidelines
- Receive picking instructions through a voice system headset and locate items within the warehouse based on the provided instructions.

## **National Irrigation Administration**

### **Jalaur River Multi-Purpose Project Stage II**

Tacas Jaro, Iloilo city, Philippines

08/2018-09/2022

#### *Office Engineer - Monitoring and Evaluation Section*

- Making sure project activities are being executed as per plans of the project, by tracking and monitoring it regularly, in respect with according to the fitting policies of the regulatory bodies, to achieve quality standards.
- Collect applicable qualitative and quantitative data for the construction project, by establishing data collection methods and instruments, and conduct data validation to ensure data accuracy and integrity on it, pertinent to the preparation of monthly progress and quarterly project accomplishment report, Official Development Assistance (ODA) portfolio review, and socio-economic report data to identify trends, patterns, and areas of improvement, for submission to the requiring offices such as National Economic and Development Authority (NEDA), and Central Office.
- Identifying situations that cause delay and gaps in the project's progress, including potential risks by assessing project performance and collaborate with project teams, communicate findings, recommendations, and potential issues to enable informed decision-making, and to develop corrective action plans and mitigation strategies.
- Prepare regular monitoring reports which include progress updates, performance analysis, and risk assessments and present it to project managers, senior management, and external partners/contractors.
- Prepare coded monthly consolidated documents, quarterly deliverables, project completion documents and reports, as well as programs/activities being implemented, for review and evaluation by the Supervising Engineer.
- Prepare the Project Manager's Report that will be presented in a monthly conference meeting with other regions all over the Philippines.
- Constant engagement and collaboration with project teams and maintain effective communication channels to ensure a smooth flow of information and promote oversight transparency.
- Meet the goals of standards in monitoring and processes in quality assurance, such as regularly review and refine monitoring protocols, tools, and methodologies to enhance effectiveness in productivity and compliance.
- Assist and fortify relevant reports/data prior to site inspection.
- Assist in the procurement activities under the externally funded research programs and projects, as a member of Bids and Award Committee for goods.
- Familiarize project details and information which includes physical plans and specifications, bills of materials, program of works, and other project restrictions.
- Diagnose issues and problems that cause snags in the project's progress and endorse to immediate supervisor such findings for resolution.
- Conduct on site investigation and ocular inspection to adjudicate the type of structure to be built, and the behavior of existing structures adjacent to the site, as well as other facts available through local experience.
- Ensure to abide precautionary measures during site visits on project sites to eradicate safety hazards in the workplace.
- Conform and follow up with concerned departments on construction site issues to address and resolve the concern in a timely manner.
- Responsible for ensuring that all aspects of the project are soundly based in theory and fundamental principle.
- Identify and understand the interactions between engineering systems and people in the social, cultural, environmental, commercial, legal and political contexts in which the project operates, including the potential adverse impacts of engineering activity in the premise.
- Ensure production under the project has the support of the upper management.
- Perform auxiliary duties assigned by the supervisor.

### **J.E.Tico Construction Co., Inc.**

SBS Compound, Paho Road, South Fundidor, Molo, Iloilo City

01/2018~08/2018

#### *Site Engineer*

- Supervised and managed construction activities on-site, including excavation, foundation work and structural construction.
- Monitored the progress of construction and ensured the work is being carried out according to plan and specifications.
- Oversaw the allocation and utilization of resources, including labor, materials, and equipment.
- Enforced strict adherence to safety regulations and protocols to ensure a safe working environment for all on-site ersonnel.
- Kept accurate records of project activities including daily progress reports and materials deliveries and labor hours.
- Conduct regular inspections and quality checks to ensure that construction works meets industry standards and specifications.
- Addressed any deviations from plans or quality issues promptly and effectively.

### **Nikkie Builders**

South Fundador, Molo, Iloilo City, Philippines

04/2016~05/2016

#### *Site Engineer Intern*

- On-site observation in I-beam construction
- On-site observation of concrete pouring
- Used Auto-CAD on plans

### **Milcon Builders**

Jaro, Iloilo city, Philippines

10/2015~11/2015

- Orientation for the familiarization of plans and construction materials
- On-site construction observation

## **SKILLS**

- Knowledgeable in autoCAD and Microsoft Office (MS Word, Excel, Powerpoint)
- Computer hands-on/operation (Data Entry Skills)
- Experienced in site construction monitoring and management
- Well-versed in interpretation of Diagrams, Drafts, Flow-Charts, and Other Information
- Flexible to dynamic work environment
- Works effectively within a team as well as independently with minimal supervision
- With good technical writing, verbal, interpersonal and analytic skills
- Attention to details
- Time Management

Occupational Safety and Health (OSH)

Orientation for Government Workers Under NIA-JRMP II, Region 6

(December 2018)

Seminar/Workshop on Design of Canal System, Canal Structures and Construction Management Supervision

(August 2019)

PICE 45th National Convention and Technical Conference

(October 2019)

Construction Occupational Safety and Health (COSH) with 2 hours Training of Trainers

(March 2020)

HLTAID011 Provide First Aid

HLTAID010 Provide basic emergency life support

HLTAID009 Provide cardiopulmonary resuscitation

(August 2023)

Certificate III in Individual Support

(March 2024)