



## **RESUME**

### **Personal Particulars**

<b>Name:</b>	<b>NORMAN C. REYES</b>
<b>Sex:</b>	Male
<b>Age:</b>	41
<b>Marital Status:</b>	Married
<b>Date &amp; Place Of Birth:</b>	01-May-1967
<b>Nationality:</b>	Filipino
<b>Passpost no.</b>	NN0217564
<b>H.K.I.D. Number:</b>	<b>P476669(9)</b>
	<b>Hongkong Permanent Resident</b>
<b>Professional Qualification</b>	<b>Registered Mechanical Engineer</b> <b>PRC no. 041825</b>
<b>Membership (Phils.)</b>	Philippines Society of Mechanical Engineering

### **Education**

<b><u>Year</u></b>	<b><u>Institution/University</u></b>	<b><u>Qualification</u></b>
1982-1983	Binan School of Arts and Trade	Certificate in Machine Shop Practice
1983-1988	Far Eastern University	Bachelor of Science in Mechanical Engineering
<b><u>Year</u></b>	<b><u>Training Center</u></b>	<b><u>Qualification</u></b>
1989	Crescent Technology (Philippines)	Certificate in Autocad
1996	Hongkong Productivity and Development Center (Hongkong)	Certificate in Microstation
2008	Incite Training Leighton –China Estate- John Holland	

## Working Experiences

4/88-4/89	Asia Brewery Inc. (Project Division)	Cadet Engineer
4/89-5/90	Asia Brewery Inc. (Project Division)	Asst. Mechanical Engineer
<b>5/90-5/93</b>	<b>Zamil Steel Building Limited</b>	Technical Engineer /Detailer
5/93-4/95	Tavanlar Construction Company	Project Engineer/Draftsman
<b>4/95- 2/08</b>	<b>Shinryo Hongkong (E&amp;M) Limited</b>	<b>B.S. Coordinator / Mech. Hvac Designer</b>
<u>2/08-Present</u>	<b>Leighton-China Estate-John Holland -JV</b>	<b>MEP- Combined Services Drawing. (CSD) Coordinator</b>

## Major Project Involved

### ● **Asia Brewery Incorporated ( Project Division)**

Duty: -Prepare the shop drawings & site coordination with all the subcontractor , and supervision .

#### Project Name

#### Construction Period

- Hot and Cold End Plant Expansion Project	1988 - 1989
- Brewery Cylo Plant	1989- 1990

### ● **Zamil Steel Building Limited , Kingdom of Saudi Arabia**

Duty: - Responsible for to the Design Expansion Project.  
- Coordinate with the Client and Subcontractor.  
- Site Supervision/ Inspection and Coordination , Drafting and Material Take-off , Estimate and Costing.  
- Provide Structural Shop Drawing using the aid of Autocad software.

#### Project Name

#### Construction Period

- Saudi American Oil Company Plant Expansion Project Warehouse	1990- 1991
- Saudi Hadeed Super Structure Smelting Plant	1991- 1993
- And other Pre-Engineering Building	

### ● **Tavanlar Construction Company**

Duty: - Coordinate with all the subcontractor , site coordination , material ordering as per specification,  
- Conduct safety training to all subordinate .  
- Supervised a least of highly skilled worker (Pipe welder , Electrician , Pipe fitter , etc)  
- Provide weekly working schedule , progress report , and attending E&M meeting , Liased with the Client and Main Contractor and other party .

#### Project Name

#### Construction Period

- Philippines Refining Company (PRC) Expansion Project	1993 - 1995
--	-------------

### ● **Shinryo Hongkong Limited (Shinryo Corporation Branch , Japan)** **Nature of Business : E&M SUBCONTRACTOR**

- Duty:
- Familiar with Autocad Software (2000 ,2000i , 2002 ,2004 and 2005 , 2008)
  - Familiar with Intergraph / Bentley (Microstation version 7 and 8).
  - Familiar with SMACNA , DW144 and ASHRAE
  - **Responsible for the preparation of Detail and Design Shop Drawing such as :**
    - **Combined Services Drawing (CSID and CBWD).**
    - **Chiller Plant Room ,AHU Room ,Electrical Meter Room , Sump Pump Detail , And Installation drawing for mechanical equipment including Fire Rated Board Enclosure Fans (diameter = 2000 mm) , Motorized Damper (Electrical and Pneumatic Operated) , Installation detail for Horizontal and Vertical Pipe Riser (diameter = 700mm) and so forth.**
  - Coordinate with all the subcontractor for the CSID And CBWD preparation.
  - Coordinate to supplier and provide detail checking of all the major equipment prior to ordering.
  - Supervised and Assist subcontractor in related works.
  - Provide Cost Estimation ,Variation works as per related Architect Instruction.
  - Familiar with **Microsoft Office , Microsoft Project , XSteel ,Microstation and AUTOCAD .**
  - Provide technical support such as Equipment Loading Calculation , Pump Static Pressure Calculation , Plinth Sizing Calculation .
  - Provide As-built Drawing and maintaining CAD file in the Server.
  - **Get involve in doing MODULAR METHOD OF PREFABRICATION (STRUCTURAL/MECHANICAL)**

<u>Project Name</u>	<u>Construction Period</u>
Western Harbor Crossing (Tunnel Ventilation System)	1995 -1996
Contract C501 (Tunnel System -MTRC Project)	1996 - 1997
INTERNATIONAL FINANCE CENTER 2 (MTRC Project)	1997 - 1998
Contract C680 (Tunnel Ventilation System ) (MTRC Project)	1998 – 2000
Contract C653 (Tunnel Ventilation System) (MTRC Project)	2000 – 2001
Northern Site Basement (Sun Hung Kai Project)	2001 – Mid of 2002
3 PACIFIC PLACE HOTEL (Swire Project)	Mid of 2002- 2003
Platform Screen Door ( MTRC Project)	
FOUR SEASON HOTEL (Sun Hung Kai Project)	2003 – 2005
CITYGATE NOVOTEL(CENTURY HOTEL)	2005- 2006
HSBC DATA CENTER (HSBC PROJECT)	2006 - 2007
MACAU VENETIAN HOTEL (PARCEL 5 & 6)	2007 – 2008

● **LEIGHTON-CHINA ESTATE-JOHN HOLLAND , JV**  
**Nature of Business : PROJECT MANAGEMENT**

- Duty:
- Coordinate with all the subcontractor for the CSID And CBWD preparation.
  - Maintain relationships with key contractors to drive effectiveness, quality and timeliness.
  - Ensure sufficient resources and materials are available at site to meet construction targets
  - Closely liaise with the trade contractor's site staff and JV construction staff.
  - Attend and actively participate in construction meetings

- Assist in design management and co-ordination.
- Arrange and carry out works inspection and tests, where applicable during construction
- Monitor the performance and progress of sub contractors including labour resources.
- Clarify details with the design consultants in conjunction with MEP Construction Manager.
- Coordinate and ensure that all construction and installation activities comply with the approved drawings.
- Resolve problems that may arise during construction and installation activities in conjunction with MEP Construction Manager
- Assist in the coordination and preparation of the combined services and combined builder's work drawing with sub-contractor
- Understand the technical elements for the disciplines
- Identify key design and delivery issues or risks, and reviews with MEP Construction Manager.
- Solving " on site " design problems
- Familiar with Microsoft Office , AUTOCAD .

**Project Name**

**Construction Period**

**CITY OF DREAM (MACAU)**

**2008- PRESENT**

**CHARACTER REFERENCES :**

- **Mr. BILL CAREY**  
**Building Services Manager**  
**Leighton-China Estate-John Holland -JV**
- **Mr. TIM WELLINGS**  
**MEP Construction Manager**  
**Leighton-China Estate-John Holland -JV**
- **Ir GILBERT TSANG**  
**E&M Director**  
**Balfour Betty / Gammon (E&M) Limited**
- **Ir S.M. LOK**  
**Vice-President**  
**Shinryo Hongkong (E&M) Limited**
- **Mr. AKIO TAKENO**  
**General Project Director**  
**Shinryo Hongkong / Singapore (E&M) Limited**