

HERMILEE JAYNE RINA

Document Controller



'Strong commitment in on time submission to the client'

5+

Years' Experience

Jayne has gained 5+ years of progressive experience in different system of document control. She started as a document controller for the Landscape Architecture department. And now is also doing basic CAD works to help her team in achieving on time submission.

Suitability to the Role

Jayne has gained progressive experience in different system of document control and is also doing basic CADs.

Relevance of Experience

CORE SKILLS

- ACONEX
- EIMS
- Basic CAD

POSITION

- Document Controller / Secretary

QUALIFICATIONS

- 2012 – Bachelor of Science in Hospitality Management (Major in Hotel and Restaurant Management), ST. MARY'S COLLEGE OF TAGUM CITY, Philippines

Project Experience

Arcadis Consulting ME Ltd.— Document Controller 2014 – Date

Document Controller for Hyder Consulting Middle East Limited based in Doha, Qatar. Projects include:

2015 to date, Doha Metro Gold Line South, Doha, Qatar: Qatar Rail's vision for Doha Metro has been embodied in the designs prepared by their Branding Architects, UN Studio.

Hyder Consulting Middle East Ltd (Hyder) have been appointed for the Architectural Branding of 10 stations on the Gold Line, including the Public Realm Design.

Client Name: ALYSJ-JV – Qatar Rail Contractor

Program Used: Aconex

Key Responsibilities:

- Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
- Input document data into the standard registers ensuring that the information is accurate and up to date.
- Generate the various document control reports as required.
- Maintain updated records of all approved documents and drawings and their distribution clearly
- Maintain the files and control logs as required by the project.

Other Responsibility:

- Assisting the Lead DC in other discipline submission.

2015 to 2016, Doha Metro Red Line South Underground, Doha, Qatar: Qatar Rail's vision for Doha Metro has been embodied in the designs prepared by their Branding Architects, UN Studio.

Hyder Consulting Middle East Ltd (Hyder) have been appointed for the Architectural Branding of 5 stations on the Red Line, including the Public Realm Design.

Client Name: QDVC – Qatar Rail Contractor

Key Responsibilities:

- Coordinate with the Lead DC in the Landscape Team submission.
- Input document data into the standard registers ensuring that the information is accurate and up to date.
- Assist the Engineers in terms of dc issues

2014 to date, Call Off Consultancy Services for Miscellaneous Infrastructure Works at Education City-People Mover Corridor, Doha, Qatar: As the lead document controller in this project i was in charge of the submission in for the landscape and other discipline, assisting the project and lead engineers in all the document control related queries and issues. Software used in this project was EIMS (Enterprise Information Management System)

Hyder Consulting Middle East Ltd (Hyder), has been selected by Qatar Foundation to provide full Design Consultancy Services for PMC project. The PMC comprises the corridor where the People Mover System (PMS) operates and the public realm between the PMS and the adjacent facilities along the tram tracks.

2014 to date, Lusail Public Realm, CP10-B-08, Lusail, Doha, Qatar: As the lead document controller in this project i was in charge of the submission in for the landscape and other discipline, assisting the project and lead engineers in all the document control related queries and issues. Software used in this project is ACONEX.

Key Responsibilities:

- Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
- Input document data into the standard registers ensuring that the information is accurate and up to date.
- Generate the various document control reports as required.
- Maintain updated records of all approved documents and drawings and their distribution clearly
- Maintain the files and control logs as required by the project.

2014 to Date –Contract 2, Local Roads and Drainage, Doha North, Doha, Qatar: As the Landscape Architect document controller/secretary I was assisting in the submission to the lead team like providing hardcopies if need and sending links to the softcopies for submission

Key Responsibilities:

- Assist in the Basic CAD works when needed.

Hyder Consulting Middle East Limited, Doha, Qatar.

June 2013 to 6th March 2014 –HR Department: HR Advisor Assistant/Administrator

Key Responsibilities:

- Maintaining current HR files and database
- Updating and maintaining employee benefits, employment status and similar records
- Maintaining records related to grievances, performance review and disciplinary actions as instructed by HR advisor.
- Answering employee questions
- Processing of incoming mail
- Setting appointments and meeting
- Assisting the PRO in administrative requirements of visa processing of new employees