

FRANCISCO SUMADIC SOBREVEGA

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EDUCATION

Western Institute of Technology, Lapaz, Iloilo City, Philippines
October 1983 - Bachelor of Science in Civil Engineering (Graduated)

E.P.M. & Associate Graduate Extension – P.C.U. T.N.E. Graduate School
Philippine Christian University, Manila, Philippines

December 2017 - Masters in Business Administration (Graduated)
The year 2021 - Ph.D. in Business Management (Candidate for Graduation)



WORK EXPERIENCE

1999 until 2020 – My assignment is with the Project Support & Controls Department, Saudi Aramco, Dhahran, Saudi Arabia, before establishing the Project Management Office Department (PMOD) to replace. PMOD deals with an extensive project portfolio that averages about 200 projects a year. Upon its inception, the Saudi Aramco witnesses project process improvement of 26% in project process governance and reduce the project cycle time by 22%.

To strengthen the workforce requirement of a particular PMOD division, from 2015 until 2020, PMOD assigned me to the Estimating Services Division. The division is responsible for providing cost estimating services to Saudi Aramco capital and noncapital projects during the project life cycle – from inception to funding and post-funding.

Cost Engineer III

01 October 2015 to 29 July 2020
Estimating Services Division, Project
Management Office Department
Seconded to Al-Hoty Company Ltd.,
Al-Khobar, Kingdom of Saudi Arabia

- Assisted in providing project cost services on less complex capital projects under the periodic direction of senior cost engineer or business manager and under minimal supervision and guidance.
- I kept myself abreast of the significant developments in cost engineering by close review of technical literature, contacts with contractors, visits to the area of construction, and attendance to professional and technical meetings.
- Collected and organized information, such as technical reports from the team, and assisted in preparing reports such as weekly and monthly progress reviews.
- Collected data for KPI, responsible for short-form contracts, service orders contract monthly activity reports.
- Acted as ESD timekeeper, prepared vacation plan, operating, and business plan.
- Requested thru B2B the division office supplies/materials and performed material receiving, storing, and issuing functions for material held within the assigned division.
- Prepared and reviewed outgoing correspondence for proper format, enclosure, grammar, and route when completed for signature.
- Updated personnel membership and subscriptions in the division. I monitored the safety of the division equipment, particularly P.C.s and Laptops, thru monthly audits. Organized new employee's workstations, i.e., P.C. requests.

Engineering Technician

06 March 2011 to 30 September 2015
Project Support & Controls
Department
Seconded to Al-Hoty Company Ltd.,
Al-Khobar, Kingdom of Saudi Arabia

- Assisted Business administration on her functions such as liaising administrative and technical works within and outside the organization
- Provided work direction to assistant engineers and administrative assistants in setting up work assignments.
- Assisted the training of non-engineers, especially in the area of their expertise.
- Under supervision, consults and advises employees requiring help with specific technical problems.
- Assisted in preparing reports such as weekly and monthly progress reviews and collected and organized information, such as technical reports from the team.
- Collected data for KPI, responsible for short-form contracts, service orders contract monthly activity reports.
- Acted as Estimating Services Division timekeeper, prepare vacation plan, operating, and business plan.

- Requested thru B2B the division office supplies/materials and performed material receiving, storing, and issuing functions for material held within the assigned division.
- Prepared and reviewed outgoing correspondence for proper format, enclosure, grammar, and route when completed for signature.
- Updated personnel membership and subscriptions in the division. I monitored the safety of the division equipment, particularly P.C.s and Laptops, thru monthly audits. Organized new employee's workstations, i.e., P.C. requests.

Planning & Programs Analyst III
10 January 2009 to 05 March 2011

- Worked as a team with the Business administrator to plan, manage, and evaluate the organization's programs and provided recommendations that it is effective and efficient.
- Under the Business Administrator's supervision, researched, gathered, and analyzed complex data to identify trends and develop reports and recommended improvements.
- Assisted in creating policies and procedures and budgeting, tracked program performance, and identified and solved any issues.
- Acted as ESD timekeeper, prepare vacation plan, operating, and business plan.
- Requested thru B2B the division office supplies/materials and performed material receiving, storing, and issuing functions for material held within the assigned division.
- Prepared and reviewed outgoing correspondence for proper format, enclosure, grammar, and route when completed for signature.
- Updated personnel membership and subscriptions in the division. I monitored the safety of the division equipment, particularly P.C.s and Laptops, thru monthly audits. Organized new employee's workstations, i.e., P.C. requests

Assistant Engineer II
15 October 2006 to 10 January 2009

- Provided documents management, administrative, and engineering assistants. Efforts involve developing and maintaining a document generation and retention system, generating various technical documents, including design drawings and construction manuals.
- Liaised with PS&CD divisions and other organizations within the company. The job entails more administrative and technical works concerning Saudi Aramco standard office and engineering procedures and manuals.
- Maintained department files electronically and organized accordingly to ensure smooth and easy retrieval of the Department and division documents when needed.
- Assisted PS&CD Department secretary and provided utmost assistance to both the Business Manager and the Department Manager.
- Scheduled meetings, appointments, conferences, forums, and courses in and out of the kingdom.
- Prepares/encoded correspondence, memorandum for the Department Manager and Business Manager.
- Maintained Department files for internal auditing such as timekeeping membership fees, expense reports, payment authorization, CTS/MTS manhour allocations, vehicle mileage.
- Acted as an alternate timekeeper for the Administrative Division of the Department.
- Performed required functions on the Saudi Aramco SAP systems such as leaves, timekeeping, travel orders, and requests materials through B2B.

Assistant Engineer I
23 May 1999 to 14 October 2006

- Provided documents management, administrative, and engineering assistants. Efforts involve developing and maintaining a document generation and retention system, generating various technical documents, including design drawings and construction manuals.
- Liaised with the PS&CD divisions Department and other organizations on administrative and technical works concerning Saudi Aramco Standard, Office and Engineering Procedures & Manuals. (G.I., I.R. & SAEP's).

- Assisted Project Engineers on their queries and provided necessary documents related to their tasks.
- Managed at the end of the construction activities, the turn-over of all final issues of documents/drawings to their respective administrative area. Worked in the safeguarding of confidential documents/drawings (technical/general) and correspondences related to the projects. Provided engineering field construction requirements, i.e., manuals, standards, and drawings to all SAPMT field engineers of the areas related to the constructions.
- Created and maintained information and filing systems electronically, including follow-ups and confidential matters. Organized office documents accordingly to ensure smooth and easy retrieval of documents as and when needed.
- Maintained timekeeping systems and provided keen attention and maintaining files for maintaining internal auditing on timekeeping, membership fees, expense reports, payment authorization, CTS/MTS manhour allocations, vehicle mileage.
- Prepared and reviewed outgoing correspondence for proper format, enclosure, grammar, and route when completed for signature.
- Make appointments for the supervisor and others as required.
- Received, sorts, and distributes incoming mails. Received telephone calls and visitors, answered routine questions, took messages, and referred to other matters as appropriate.
- Handled travel arrangements and itineraries of supervisors as directed.

2003 to 2005 - on Special Assignment

Project Management Institute-Arabian Gulf Chapter
Secretariat Office, Saudi Aramco, Dhahran

- Assigned at the Secretariat of Project Management Institute- Arabian Gulf Chapter as the Administrator cum Project Coordinator.
- Liaised with different organizations, companies, and institutions in the G.C.C. countries (Dubai, Abu Dhabi, Qatar, Bahrain, Kuwait, Oman, and key cities of Saudi Arabia) in organizing technical courses and presentations, international forums, and conferences. Jobs involve traveling in the gulf regions.
- Prepared/Encoded correspondence, memorandum, and fax transmission as requested.
- I performed in handling the committee members' travel arrangements and itineraries.
- Organized the following International Conferences:

10th PMI-Arabian Gulf Chapter International Conference, Seminars & Exhibitions

25-27 May 2004 - Grand Hyatt Hotel, Dubai,
Organizing Committee

9th PMI-Arabian Gulf Chapter International Conference, Seminars & Exhibitions

Gulf Hotel, Manama, Kingdom of Bahrain, January 14-16, 2003
Organizing Committee

1998 until 1999 – My assignment is with Hawiyah Gas Plant Projects Department (formerly Gas Plant Projects Department), Saudi Aramco, Dhahran, Kingdom of Saudi Arabia. Seconded to H.A.K. Al-Gahtani & Sons Co., Al-Khobar. Due to contract changes in the middle of the year, Saudi Aramco made my contract transferred to Al-Hoty Company Ltd. Al-Khobar, Kingdom of Saudi Arabia.

Hawiyah Gas Plant is the first gas plant of Saudi Aramco's that process gas directly from the gas reservoirs and not oil production from the secondary product. It is designed to process 1.6B standard cubic feet per day (scfd) of raw non-associated gas fin Ghawar field and produces 1.8B scfd of sales gas and 170m,00 BPD of condensate.

Assistant Engineer

22 April 1998 to 22 May 1999

- Provided document management, administrative, and engineering assistant. Efforts involve developing and maintaining a document generation and retention systems generation of various technical documents, including design drawings and construction manuals.
- Liaised with the Department and other organizations' divisions on administrative and technical works concerning Saudi Aramco Standard, Office, and Engineering Procedures & Manuals. (G.I., I.R. & SAEP's).

- Assisted Project Engineers on their queries and provided necessary documents related to their tasks.
- Managed at the end of the construction activities, the turn over of all final issues of documents/drawings to their respective administrative area. Worked in the safeguarding of confidential documents/drawings (technical/general) and correspondences related to the projects. Provided engineering field construction requirements, i.e., manuals, standards, and drawings to all SAPMT field engineers of the areas related to the constructions.
- Created and maintained information and filing systems electronically, including follow-ups and confidential matters. Organized office documents accordingly to ensure smooth and easy retrieval of documents as and when needed.
- Maintained timekeeping systems and provided keen attention and maintaining files for maintaining internal auditing on timekeeping, membership fees, expense reports, payment authorization, CTS/MTS manhour allocations, vehicle mileage.
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- Received telephone calls and visitors, answered routine questions, took messages, and referred to other matters as appropriate.
- Handled travel arrangements and itineraries of supervisors as directed.

1996 until 1998 – I am employed with Petrocon Arabia Limited, Al Khobar, Saudi Arabia, seconded to Raytheon Constructors Inc., a sub-contractor for Saudi American General Electric Company (SAMGE), Riyadh, Kingdom of Saudi Arabia. I was assigned to Riyadh Power Plant No. 9 (PP9) Combined Cycle (5,980MW). The PP9 is Riyadh's largest crude oil-fired power plant in the world, located at the site of 3.2 million square meters about 54 kilometers east of Riyadh. It has the 56 GTG (Gas Turbine Generator) and 4 S.T.G. (Steam Turbine Generator) units in the PP9 six blocks with a total of 5,980 MW.

Document Controller/Sr. Project Support Specialist

28 January 1996 to 8 March 1998

- Assisted the Document Control Manager to provide staff assistance to the Engineering Team during the Riyadh Power Plant No. 9 construction phase.
- Prepared calculations if required in connection with design and construction changes.
- In-charge of the approval/disapproval and distribution of the Design and Field Change Notices.
- Plots/Scans drawings necessary for use in the project and the Engineering Team's Supervisors review.

1993 until 1996 – My assignment is with Communications Systems Projects Division of Central Area PD&C Department, Saudi Aramco, Dhahran, Kingdom of Saudi Arabia. The department seconded to Eagleton Saudi Arabia Ltd./Bugshan Stone & Webster Co. Ltd. (C.T.S. Consortium). My work is with the Upgrade of East-West Pipeline, the Petroline. A 746 miles (1,201km) long 48 inches (120cm) pipeline was running from the Abqaiq oilfield of the Saudi Arabias Eastern Province across the Arabian Peninsula's width to the Red Sea to carry natural gas.

Assistant Engineer

23 December 1993 to 27 January 1996

- I provided document management, administrative, and engineering assistant. Efforts involve developing and maintaining a document generation and retention systems generation of various technical documents, including design drawings and construction manuals.
- Liaised with the Department and other organizations' divisions on administrative and technical works concerning Saudi Aramco Standard, Office, and Engineering Procedures & Manuals. (G.I., I.R. & SAEP's).
- Assisted Project Engineers on their queries and provided necessary documents related to their tasks.
- Managed at the end of the construction activities, the turn over of all final issues of documents/drawings to their respective administrative area. Worked in the safeguarding of confidential documents/drawings (technical/general) and correspondences related to the projects. Provided engineering field construction requirements, i.e., manuals, standards, and drawings to all SAPMT field engineers of the areas related to the constructions.

- Created and maintained information and filing systems electronically, including follow-ups and confidential matters. Organized office documents accordingly to ensure smooth and easy retrieval of documents as and when needed.
- Maintained timekeeping systems and provided keen attention and maintaining files for maintaining internal auditing on timekeeping, membership fees, expense reports, payment authorization, CTS/MTS manhour allocations, vehicle mileage.
- Prepared and reviewed outgoing correspondence for proper format, enclosure, grammar, and route when completed for signature.
- Make appointments for the supervisor and others as required.
- Received, sorts, and distributes incoming mails. Received telephone calls and visitors, answered routine questions, took messages, and referred to other matters as appropriate.
- Handled travel arrangements and itineraries of supervisors as directed.

1978, 1985 to 1993 – I worked in the Philippines in the below capacity.

Docket Clerk

November 1988- 23 December 1993
 Carpio Villaraza & Cruz Law Offices,
 Makati City, Philippines

- Performed clerical works for the office.
- Received incoming mails, sorts, logs, and distribute the same as required.
- Received telephone calls and visitors and give answers to routine questions or take messages.
- Creates and maintained filing systems, records, and indices the same for easy access to the lawyers.
- Operates office machines such as faxes, xerox machines necessary to run the office.
- Perform other clerical works and miscellaneous duties as requested by the supervisors.
- Researches, prepare, assembles case files, and distributes legal documents to lawyers, hearing officers, and other personnel.
- Assists law office personnel in processing documents, retrieving originals files and obtaining copies, and maintaining files and records, including data entry into computer records.
- Operated office equipment and machines, opened and processes incoming mails and telephone calls.
- Prepares docket for various hearings, types legal notices, dismissal orders, affidavits and court dockets, continuance letters and similar documents and correspondence, edits and revises dockets as needed.
- Typed applications to various administrative, legal, or similar hearings, rejected improperly completed applications, and explained rules, regulations, and policies, and the setting for hearing motions.

Records Clerk

June 1985 - November 1988
 Legal Office Department
 Department of National Defense,
 Camp Aguinaldo, Quezon City,
 Philippines


Draftsman/Engineer Trainee

April 1978 to December 1980
 National Irrigation Administration
 Pototan, Iloilo, Philippines

I was on the "on-the-job-training" performing as a draftsman in the Jalaur River Project in Pototan, Iloilo, Philippines

AFFILIATIONS

Project Management Institute – K.S.A. Chapter
 President, Gulf Alliance Toastmasters Club (2016 to 2019)



FRANCISCO S. SOBREVILLA