

MALYN BAYOS JØRGENSEN

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Executive Summary Experienced Civil Engineer with 10 years of experience throughout construction project lifecycle. Worked in international organization delivering complex, large scale projects in civil & marine engineering, building engineering, mechanical & industrial engineering, and Tunneling & Piping. Knowledgeable in Primavera P3, FIDIC, BIM and Construction Software with hands-on experience in 3D modelling. Good interpersonal skills, strong verbal and written communication skills in English. Proven ability in managing projects, tenders and different stakeholders in a cross-discipline and multi-cultural environment. Proactive in innovating business processes and implementing change management while minimizing risks.

Areas of Expertise:

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|---------------------------------|---------------------------------------|--|
| • Pre- & Post Tender Management | • Pre- & Post Contract Administration | • Cost Control, Quantity Surveying and Value Engineering |
| • Planning & Scheduling | • Supply Chain & Procurement | • Proposal & Project Coordination |
| • Business Development | • Project Management | • BIM Management |
| • Risk Management | • Document Management | |

Professional Experiences

2017 Learning Danish Module 4 of 5 and attending online courses in Coursera and EdX.
2015-2016 Freelance Estimator and Consultant Project Manager for the Philippines small-scale housing

Responsibilities and Achievement:

- Designed three houses using Sketch-up, AutoCAD, Primavera, and Revit. Developed the construction execution plan and coordinated it with the on-site project engineer. Implemented value engineering reducing 5% of the total project cost.

2012-2015 Tender Coordinator and Assistant to Business Development Manager for SEA Region
McConnell Dowell South East Asia Singapore

Core responsibility was to coordinate the bid process throughout the life cycle from lead generation through to contract award, also responsible for driving and implementing continuous improvement in areas of business development and bid related activities.

Responsibilities:

- Coordinated the bid process from inception to contract award
- Collaborated with BD manager on a drive for a bid-no-bid process. Facilitated bid strategy meetings together with Bid Manager and allocate deliverables to bid team members.
- Prepared pre-tender bid plans, formulated win themes, coordinated bid team meetings and delegated responsibility to internal stakeholders and external consultants.
- Collaborated with Supply Chain, Legal, Projects, Engineering, and Management to present on time a tailored bid which meets the technical, operational, and commercial needs and specifications of our client.
- Coordinated ITT requirements with other disciplines. Reviewed bids to ensure compliance with PQQ/RFT/ITT deliverables, pricing and formulated win themes and added value.
- Created and compiled cost estimates for the scope of work (civil works, mechanical & electrical works, tunneling works etc.) to a level and accuracy required to support the specific bid.
- Attend and participate in client bid clarification meetings. Replied to bid clarifications with assistance from relevant engineering disciplines. Facilitated post bid client feedback and "lessons learned" process.
- Drive and champion continuous improvement throughout the bid lifecycle based on client feedback.
- Liaised with internal and external technical matter experts and design teams.
- Designed, prepared and submit expressions of interest, pre-qualification questionnaires, tender documents, tender presentations and client presentations.
- Managed and maintained bid library of current and bespoke company information and literature.
- Researched and monitor the industry activity and ensure acquisition of bid opportunities. Researched into current and changing legislation applicable to business activities.
- Assisted the BD Manager in establishing BD team in other South East Asian subsidiaries. Assisted the BD manager in strategizing and implementing company marketing strategy
- Maintained contact and relationships with key clients and government bodies to ensure inclusion on preferred supplier and tender lists.
- Managed communications between estimating and business development departments. Ensured efficient communication of all business development activities to director level.
- Sought and developed new business opportunities/contacts as identified via market intelligence.

Achievements:

- Managed and delivered more than 300 hundred tenders for large scale complex projects with a cross-disciplines scope of works both for public and private entities that include airports, ports, buildings, pipeline, bridges, tunneling, power plant, industrial and commercial buildings. i.e Changi Airport T5 SGD 450M (EPC), Tuas Bridge (D&B), T218 Orchard MRT Station (Construct).
- Collaborated 2 EPC tenders with companies such as BAM ROYAL, JANDENUL as a consortium in delivering a 3.5B SGD (14B DKK) & 1.36B SGD (6.5B DKK) project for Reclamation Works and Construction of the largest ports in Singapore.
- Managed and won the tender for 1.4 billion Danish Kroner MRT project for the Design and Construction of 4.8 km twin tunnels and stations. Led the bid coordination process between Singapore office and Australia office to create a business winning document of an exceptionally high standard.
- Managed, collaborated and won tenders in Singapore, Malaysia, Indonesia, Hongkong, Thailand and The Philippines in various disciplines such as BASF Petronas Underground Cable Malaysia, SGD 30M; PUMA Energy Port Thilawa, Thailand SGD 30M; Bintulu jetty Malaysia (EPC) MYR 250M; BP Tangguh Marine Works Indonesia SGD 138M; Nestle Bintang, Malaysia Industrial Bldg, MYR 30M; Petronas Rapid Power Plant Malaysia MYR 30M
- Initiated a tender document quality control and assurance program that reduced company risk by 1%. Conducted the review of Health & Safety Documents, Construction Execution Plan, and Contract Document to ensure compliance to ITT/RFT.
- Project work executed 5 Million SGD to 300 Million SGD.

BIM Management and Software Implementation

Spearheaded the company's change management from traditional construction approach to a BIM solution organization. Created the BIM execution manual for the company as a guide for engineers, estimators, designers, and managers on the use of different BIM tools. Authored the white paper on the introduction to Building Information Modelling (BIM) discussing the benefits of adopting the BIM strategy across every discipline. The proposal was approved by the Managing Director leading to the creation of steering committee member on BIM Implementation and later on adapting the use of REVIT, NAVISWORKS, RIB iTWOCx, CIVIL 3D and much more.

Tender and Business Processes Innovation

Reinvented the tender processes by streamlining the different tender procedures into one systematic procedure that can be adapted across discipline, creating consistency throughout the organization and promoting the brand. Developed standard document template for the tender and project, business development and other administrative documentation for efficient document control and project management. The standard template was rolled out initially for South East Asia Regions (Singapore, Malaysia, Philippines, Indonesia, Thailand) and later was adopted by the whole company including the Head office in Australia. Through this initiative, we minimize the risk in the project during post contract award. Created bid library and business development database.

Initiated the Development of Health and Safety Plan for Singapore and other South East Asian countries

Authored the white paper for Doing Business in Malaysia and assisted the establishing of Malaysian Team and Operations

Conducted Training and Mentoring for Bid Team, HR, and Project Management Team for Singapore, Malaysia, Indonesia and the Philippines

Initiated the Establishment of 3D Modellers & Spearheaded the creation of New Team for the Company.

2008-2012 Quantity Surveyor and Contract Administrator

Shimizu Corporation Singapore <http://www.shimz-global.com/sq/en/>

2011- 2012 Nassim Hill Condominium

The main contract works for the construction of condominium comprising 8 blocks of 5 story with attic residential flats (Total: 55 Units). The project was a \$110 Million Design and Build Project, it includes the construction of 11,387 sq.m raft foundation of 1200 mm thick with 2 raft beam (1.5x1.5x2) m. Construction of 400-600 mm thick long retaining wall with 6m height. Concreting works for the superstructure. Architectural Works such as Carpentry Works, Stone Works, Aluminum Works, Metal Works, Stainless Steel Works, Wooden Sash & Doors, Glazing Works, Painting Works. Associated works include connecting into existing highway network, drainage, excavation, clubhouse, lap pool, Substation, M&E Pits (Sump Pits, IC Pits, etc) and landscaping works. Works also include the design of noise mitigation measure and monitoring of noise level.

Duties and Responsibilities during this project include procurement of subcontractors for the earthwork up to the value of 1.3M SGD, Concreting works up to the value of 7M SGD, Concrete Supply of up to 3.7M SGD, Shoring & Strutting works 2M SGD, Outfall Drainage 408K SGD. Other duties include contract administration, subcontractor's evaluation, and claim assessment, value engineering proponent, analysis of tender budget information and allowances for labor plant & materials using the tender book and bill of quantities.

2008-2011 Nassim Park Condominium

The main contract works for the procurement, design, and construction of 4 blocks of 5 story with attic residential flats (total: 100 units). Construction of 14,225 sq.m raft foundation of 1200mm thick. Construction of long retaining basement wall 400-500mm thick with 6m height. Construction of storm water tank, waste collection system, M&E pits and lift pits. Construction of external deck, drainage, clubhouse, swimming pool, substation and other ancillary works, with a project cost of \$148 Million Partial Design and Build Project, incorporating the SIA Sub-Contract Form.

Duties and Responsibilities during this project includes procurement of subcontractors for earthworks 1.9M SGD, concreting works 9M SGD, water proofing works 537K SGD, Architectural works such as Painting works 500K SGD, Wooden & Glass Doors Sash 7M SGD, MEPF 4.5M SGD and ancillary works 10M GD, including sending out pre-qualification questionnaires, analyzing quotations & contractor risk, attending tender reviews and negotiating the subcontractor pricing & contract terms and conditions. Other key duties included:

- Responsible for all commercial activities of from pre-qualification and procurement of tenderers, contract management, up to the settlement of the final account.
- Prepared Cost Estimate, build up rates, takeoffs & Value Management from tender to project stage.
- Prepared and issue progress reports regularly; coordinated report preparation and timely issue for sub-working team
- Prepare data and documents for the negotiations of claim, contract terms, and final account.
- Controlling subcontractors estimates against spend, payment certifications and approval on extras
- Carrying out on-site measurements to aid in the submission of interim valuations
- Assisting in the tender process both in the build-up of rates, preparing take-offs and resourcing
- Corresponding with suppliers and placing orders in administering the contract
- Assisted the QS manager with the preparation of internal cost forecast & value reports.
- Assessed material consumption and reconciliation statements.

Achievements:

- Negotiated a contractual dispute resulting to an approved change order of over 30 million DKK.
- Implemented a cost optimization of 6 Million DKK through a value engineering approach.
- Managed subcontractors and supplier's agreement of over 15 Million Singapore dollars with a minimum commercial and contractual risk.
- Developed claims avoidance measures and assist with the resolution of contractual claims (Change Order Request) on day to day basis.

2008-2007 Estimator/Quantity Surveyor

Vinnell Belvoir Incorporation, Philippines

Reported to the Estimating Manager and prepared all the tender quantification, estimation, request for quotations and scheduling for structural works in various projects such as hospitals, commercial buildings and residential. Prepared monthly progress claims to the client and assessed the sub-contractors claim submission.

2007-2006 Cost and Planning Engineer

EEL Corporation, Philippines

The Residences at GreenBelt Skyscraper Building

The main Contract works for the design and construction of 55 storey, 170.75m height skyscraper building. Construction of 48 floors above ground (288 units, 118-190 sqm), which includes a 4-level podium with commercial establishments and 3 basement levels for parking.

Responsibilities & duties were generally assisting the senior QS in all commercial duties such as assessment of subcontractor's claim and evaluation and agreement of variations and additional work and evaluation, submission and agreement of compensation events with clients.

Academic Background	2005-2006	Project Manager intern Interinvest Projects Inc, Philippines
	2003-2006	Student Job Estimator & Planning Freelance, Philippines
	2001-2006	Bachelor of Science in Civil Engineering Technological University of The Philippines It's a 5 years full-time study with thesis and internship, after graduation professional license is required to be able to practice as a civil engineer
	2006	Professional License Engineer, Philippines License #010631
	2011	Construction Laws and Contracts, Building Construction Academy Singapore
	2013	BIM Management, Building Construction Academy Singapore
	2011	Adjudication and Security of Payment Act, Singapore
	2017	Assessed by Ministry of Higher Education and Science in Denmark. Assessment result: The qualification is comparable in level to a Danish Bachelor of Engineering in Civil Engineering (in Danish: en dansk professionsbacheloruddannelse til diplmoningeniør (bygning))
Languages	English (C1 Proficiency), Danish (Module 4 of 5 – intensive), Filipino (Native), Bicol Dialect (Native)	
IT Skills	Experienced in Autodesk Revit, Autocad, Sketchup, Primavera, Microsoft Word, Excel, and Powerpoint, iTwoCx	
Interests and hobbies	I have spent my time learning the language, the Danish culture, and improve my knowledge and skills according to Denmark business culture by attending different professional courses, networking event and workshops.	
References	<ul style="list-style-type: none"> Calven Bland- BD Manager McConnell Dowell SEA Singapore HP+6591113453 e: calven.bland@mcdgroup.com Kelly Chew – SQS Manager Shimizu Corporation Singapore HP+659030 5908 e: Kelly.chew@shimz.biz Miriam Relloma – Snr QS Shimizu Corporation Singapore HP+659382 2351 e: Miriam.relloma@shimz.biz Roselito Dael – QA/QC Manager McConnell Dowell SEA HP+659619 4542 e: roselito.dael@mcdgroup.com 	