



Curriculum Vita (CV) for **Mr. James KOROWA**

Contents brief: CV only contains necessary information for verification only. Other relevant documents will be produced upon requests, like Academic Certificates, Transcripts, References and Others.

CV Updated on the 3rd of July 2016

Number of Page: 7 Pages

CV Type: Professional's (Work Experience)

CONTACTS/ ADDRESS

James KOROWA (Mr.)

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PERSONAL PROFILE

Date of Birth: 17th of JULY 1988

Place of Birth: BALG

District of Origin: MUL DISTRICT (Mul-Baiyer Electorate)

Province: WESTERN HIGHLANDS PROVINCE (WHP)

Weight: 78 Kg

Height : 162 cm

Marital Status: MARRIED

Religion : CHRISTIANITY (Catholic)

Driver's License : CLASS THREE (3) LICENSE # 64210 (Current)
EXP DATE: 10/07/2016

CAREER OBJECTIVES

- Design to suit the dynamic demand of the changing world
- Strategic Construction Management Supervisor (CMS) with a successful background in the delivery of multiple / complex projects within set timeframes, budgets, and to a high quality standards as per the requirements and conditions set
- Able to adapt to working environment and liaise effectively in order to overcome existing and emerging issues; performing duties as part of leadership duties.
- Further my Skills and Experiences to position and orient myself in order to understand the dramatic changes of life challenges

WORK EXPERIENCES

(1). Construction
Management
Supervisors (RECENT)

2016-Construction Management Supervisor (CMS) for Cost Guide PNG Ltd (Consultant Firm).

Employed as Designer/Architect & Site CMS Providing Construction Management Supervisor for Project (No. H-013): Construction of 1x Mess Building & 1x Double Storey Female Dormitory Building at Enga

College of Nursing, Enga Province. Funded by AusAID.

*Project Amount **PGK 3,043,092.41 (Inc. GST)***

CMS -Responsibilities:

1. Doing Daily Site Visits and Progress Report
 - QA/QC Check offs
 - Safety Checks
 - Recording on Daily Work Log
 - Quality checking on material Procurement & deliveries (daily)
 - Issues & concerns
 - Daily weather recording
 - Work accomplishment schedule updating
2. Site Instruction
 - Analysing Risks
 - Instructions in order to mitigate risks
3. Weekly Reporting
4. Conducting Weekly Project site Meetings
5. Monthly Reporting
6. Approving and Submitting Progress Claims and Variation Costs

(2). Construction Management Supervisors Experiences 2013-2016

Construction Management Supervisor (CMS) for Alexander & Lloyd Pacific Ltd

Initial Site Visit for Inception Report: Site Location on the map, Identifying Existing Issues, Current statues of existing facilities, possibilities of accessibility, identifying location for the proposed building(s), locate site storage and works contractor's site sheds, existing services (like; hardware, fuel stations, store, electricity, water supply etc.), probable future development opportunities and proposed available plans, average rainfall /monthly and weather conditions and patterns,

Liaising, Confirm with the stakeholders, and if there may be any dispute/additional internets to the proposed project- *t o be in written format for reporting t o the client;*

- Material Quality Check
- Project Site Visit
- Issue instructions
- Weekly Reporting
- Monthly Reporting
- Project Completion Report

(3). Project Site Experiences 2012 to 2013

Assistant Project Site-Manager/Coordinator for PNG F. Products LTD
(A) Assistant Project Site Manager
Australian Aid Program: SCHOOL INFRASTRUCTURE PROJECTS: Construction of Kit Sets to Ten (10) Primary Schools in Oro Province

- Accomplished construction human resource objectives by selecting, orienting, training, assigning, scheduling, coaching, counselling, and disciplining employees; communicating job

expectations; planning, monitoring, appraising job contributions; recommending compensation actions; adhering to policies and procedures.

- Managed sub-contractors by locating, evaluating, and selecting sub-contractors; monitoring and controlling performance.
- Met operational standards by contributing construction information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying construction management system improvements.
- Met construction budget by monitoring project expenditures; identifying variances; implementing corrective actions; providing non-project annual operating and capital budget information.
- Accomplished construction project results by defining project purpose and scope; calculating resources required; establishing standards and protocols; allocating resources; scheduling and coordinating staff and sub-contractors; evaluating milestone assumptions and conclusions; resolving design problems; evaluating and implementing change orders.
- Approved construction projects by conducting inspections at critical phases; obtaining approvals from buyers.
- Prevented fines and interruptions by complying with, and enforcing, codes.
- Maintained safe, secure, and healthy work environment by following and enforcing standards and procedures; complying with legal regulations.
- Updated job knowledge by tracking and understanding emerging construction practices and standards; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments

(B) Project Site Coordinator

Australian Aid Program: SCHOOL INFRASTRUCTURE PROJECTS: Construction of Kit Sets to Ten (10) P. Schools in Madang Province

- Attended client meetings and assist with determination of project requirements
- Assisted the PM in the drafting and issuance of project proposals, RFP's, tenders, budgets, cash flows and preliminary schedules
- Prepared project organization and communication charts
- Chaired site meetings and distribute minutes to all project team

members

- Tracked the progress and quality of work being performed by design disciplines/trades
- Used project scheduling and control tools to monitor projects plans, work hours, budgets and expenditures
- Effectively and accurately communicate relevant project information to the client and project team
- Ensured clients' needs are met in a timely and cost effective manner
- Reviewed field inspection reports from Consultants throughout the lifecycle of the project
- Issued Contracts, Letters of Intent, Purchase Orders, etc.
- Maintain Contract Execution Tracking Log
- Assisted the PM in the review of Contractor quotations to ensure that only fair and reasonable pricing is recommended for approval
- Tracked & managed contemplated change notices and change orders in the database
- Allowed CMS to prepare substantial completion certificates and ensure all required project close out documents are obtained
- Communicated ideas for improving company processes with a positive and constructive attitude, and for developing this attitude in others
- • Kept the Project Manager (PM) and others informed about project status and issues that may impact client relations

**(4). Project Admin & Estimator (QE)
(Year 2011)**

Assistant Cost Estimator -Sedema Tech Ltd:

Projects I involved:

(1).Port Moresby General Hospital Emergency Upgrade *(Constructed)*

(2).Port Moresby Waigani Court House New Reporting Office (Project Cost: K2.7 Million) *(Constructed)*

(3).Scanning Hall for Customs in Iae, Morobe Province (Project Cost: K9.2 Million) *-(Construction delayed- yet to be constructed)*

- Analyse blueprints and other documentation to prepare time, cost, materials, and labour estimates.
- Assess cost effectiveness of products, projects or services, tracking actual costs relative to bids as the project develops.
- Consult with clients, vendors, personnel in other departments or construction foremen to discuss and formulate estimates and resolve issues.
- Confer with engineers, architects/CMS, owners, contractors and

- subcontractors on changes and adjustments to cost estimates
- Review material and labour requirements, to decide whether it is more cost-effective to produce or purchase components.
- Prepare cost and expenditure statements and other necessary documentation at regular intervals for the duration of the project.
- Prepare and maintain a directory of suppliers, contractors and subcontractors.
- Set up cost monitoring and reporting systems and procedures.
- Establish and maintain tendering process, and conduct negotiations.
- Conduct special studies to develop and establish standard hour and related cost data or to effect cost reduction.
- Visit site and record information about access, drainage and topography, and availability of services such as water and electricity

**(5). Teaching Experience
2009-20010**

Part Time Lecturer-Lae Poly-Tech (former-Lae Tech), Lae Morobe Province

- Thought:
- i. AutoCAD-Trade Drawing/ Design
 - ii. Technical Drawing
 - iii. Building Science
 - v. Basic Mathematics

**(6).Construction Company
2009**

Junior Architect-Niugini Builders Ltd, Lae Morobe Province

- Design and Coordinated Construction (Design & Build Price: K3.5 Million)- **WATT KIDIES MODERN COMMERCIAL COMPLEX-** 5th Street, LAE, M.P
- Design and Coordinated Construction (Design & Build Price: K750,000.00) **VALUE INN MOTEL EXTENTION**, LAE, M.P
- Design and Coordinated Construction (Design & Build Price: K3.2 million) NIUGINI BUILDING SUPPLIES- **3x MODERN HARDWARE COMPLEXES** for Niugini Builders Ltd, LAE, M.P
- Project Initial Assessment and Site Supervision Work for PNG UNIVERSITY OF TECHNOLOGY -**ACADEMIC BUILDING MAINTENANCE**, LAE M.P

ACHIEVEMENTS

**(1). University/ College
2004-2008**

**(1).The PNG University of Technology, Lae Morobe Province
Building Architectural Design**

Bachelor in Architecture

**(2).The PNG University of Technology, Lae Morobe Province
Basic Building Architectural Design**

2004-2006- Diploma in Architecture

(2). Higher School
2002-2003

**Secondary School Fr. Peter (Former –Fatima) Secondary School,
Banz, Jiwaka (former- WHP) Province**

Higher School Certificate

(3). High School
1998-2001

Tambul Provincial High School, Mt. Hagen, WHP.

High School Certificate

(4). Primary School
1992-1997

**Kuruk Primary School (former-Kuruk Community School), Mt.Hagen,
WHP.**

Primary School Certificate

ACADEMIC AWARDS

**Final Year Award
2007-2008**

- **2008- Pacific Architects Consortium (PNG) Limited Price-** For the best overall performance in the final year of studies in Bachelor Degree in Architecture

**Diploma Year
Awards
2004-2006**

- **2006-Pacific Architects Consortium (PNG) Limited Price-** For the best academic excellence in the third year of studies in Diploma in Architecture
- **2006-Peddle Thorp Architects Ltd Price-** For the best academic excellence in the third year of studies in Diploma in Architecture
- **2006-Unitech development Consultant Ltd Price -** For the best academic excellence in the third year of studies in Diploma in Architecture
- **2005- Pacific Architects Consortium (PNG) Limited Price-** For the best overall performance in the second year of studies in Diploma in Architecture

SKILLS

**Skills Thought
2003-2008**

- Project Management
- Design and Documentation
- Economics of Building Design
- Urban Development
- Computer Applications
- Manual Drawing Skills

**Skills Picked Up
Myself**

- Know how to use office Applications:
 - ✓ Microsoft word
 - ✓ Microsoft Excel
 - ✓ Microsoft Project
 - ✓ Power Point , and
 - ✓ Others
- Software Installation
- Driving-maximum of 6 cylinder size engines
- Know how to access internet & Email
- Drawing using Auto CAD-(any version)

**Skills Picked Up
from Work
Experiences
2008-2016**

- QA /QC-Check list work
- Safety Check list
- **Pricing**; Estimating and Material Takeoff
- Project Coordination
- Price Scheduling
- Labour/Equipment Allocation/Scheduling
- Advanced skills in Construction Management Supervisory Works

HOBBIES AND INTERESTS

- Design and documentation for external clients (Afterhours work)
- Like Creative in building designs
- More interested in learning new things as the world changes; discovering new building materials using locally available materials, (*1st discover-using river gravels for reinforced wall with smooth surface inside building*)
- Interested in involving in issues with professionals and leaders
- Believing in Christianity
- Watching & Listening to News Updates
- Go party with friends occasionally

REFERENCES

Frank Tokai

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Cost Guide PNG LTD
Port Moresby NCD.
Ph: 70277615
Email: Costguide123@gmail.com

Mr. Howard Iorere

Director for Alexander and Lloyd Pacific Ltd
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John Scallan

General Manager for Building Systems, PNG Forest Products Ltd
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Mr. Paul Berry (Former Area Manager)

Area Manager- Niugini Builders Ltd
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