

# Jovi T. Sabuero

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## CAREER OBJECTIVE

- To work in a firm where there is a continuous growth as I can apply and develop my knowledge and expertise; at the same time achieving the organizational goals and contribute to the success of the company.

## BASIC QUALIFICATION AND SKILLS

- Knows how to operate effectively Microsoft Office tools namely Word, Excel and Power Point.
- Knows how to operate AutoCAD.
- Knowledgeable in Ariba Portal.
- Knows how to operate SAP.
- Knows how to use Vu360 and OnScreen Takeoff
- Excellent written and communication skills in English.
- Open minded to work in complex environment and projects.
- Hardworking, organized, goal oriented and trustworthy.

## WORK EXPERIENCE

### i. Estimator

Wetspot Consolidated (VIC) P/L (AU) - WFH setup  
May 30, 2022 – Present

#### Roles and Responsibilities:

- Preparing proper estimate for the assigned projects.
- Marking of plans using OST.
- Quantity take off for tiles, stone works and waterproofing.
- Sends RFI to Client
- Sending Request for Quotations (RFQ) to Suppliers.
- Attends to Client's queries/ emails regarding the assigned projects.
- Doing a re-quote for the previous jobs done by colleague
- Preparation of proposal

### ii. Lead Estimator

CAAN Fence Inc.(USA) - WFH setup  
May 3, 2021 – May 27, 2022

#### Roles and Responsibilities:

- Searching of prospective projects from different platforms such as Construct Connect and Construction Journal.
- Proper estimate for assigned projects.
- Quantity take off for chain link fences, privacy fence, bollards, guardrails, etc. for any participated bid.
- Uploading to JobNimbus the marked up plans, specification, layout, packing list and quotations.
- Asks quotation from Suppliers.
- Preparation of proposal (material and labor cost).
- Assists in preparing colleague's proposal, if needed.
- Preparation of submittals for Client's approval.
- Preparation of change order for the ongoing projects.
- Working collaboratively with different department.
- Answer's PM's inquiry thru email or call.

### iii. Quantity Surveyor

Quek & Quek Civil Engineering Pte Ltd (Singapore)  
September 3, 2018 – January 31, 2019

#### Roles and Responsibilities:

- Proper estimate for company's own office building.
- Asks for quotation from Suppliers and Subcontractors.
- Reviews and prepares quote comparison prior to awarding.
- Evaluation of Subcontractor's claims.
- Site coordination, material purchasing.
- Assists/joins the Authority for Conquas Assessment of our company's finished building.

- Quantity take off (civil and architectural works, sewer, manholes, etc) for any participated tender.
- Assists in preparation of tender documents.

### iv. Quantity Surveyor

Teamsystem Construction Pte Ltd (Singapore)  
November 8, 2017- August 24, 2018

#### Project Description:

Addition & alteration works/ renovation works to 3 Towers Hotel, Retail Shoppes, Casino, Carpark and back of the house.

#### Roles and Responsibilities:

- Attends and prepares report of tender site show round.
- Analysis and interpretation of contract documents and specifications.
- Proper quantity takeoff and pricing for potential projects.
- Preparation of tender documents.
- Attends tender interview.
- Contract administration of all secure/ ongoing projects.
- Negotiation of Subcontractor's price prior to awarding.
- Preparation of Subcontractor Letter of Award.
- Make necessary provisions in the contracts to ensure subcontractors and suppliers comply with the requirements.
- Budget control of all projects including Variation Claims.
- Communicate relevant requirements to suppliers and subcontractors.
- Preparation of Progress Claim to Client.
- Evaluation of Subcontractor's Claims.
- Coordination with site and Purchasing Department for procuring of materials.
- Budget control including proper documentation of Variation Claims.

### v. Quantity Surveyor

DATEM Inc.(Philippines)  
Uptown Ritz Residence project  
April 2016 - August 2017

#### Roles and Responsibilities:

- Reviews bid vs. FCD for possible change/ variation orders.
- Take off quantity.
- Reviews FCD plans for reconciliation of quantities with the Contractors.
- Requests for quotation from Subcontractor and compares it to budgetary and/or contract amount of the project.
- Attends pre-bid meeting with the Contractors.
- Prepares purchase requisition prior to Purchase Order issued to Contractors.
- Prepares Subcontractor's Agreement.
- Evaluates weekly Subcontractor's billings
- Monitoring of labor cost of project site.
- Coordinates and monitors the requisition and issuance of required materials and services needed on site.
- Assists in preparing the monthly progress billings/ accomplishment report to be submitted to Owner.
- Prepares request for payments for utilities, rentals and structural Subcontractors, etc.
- Issuance of letters to Trade Contractors and other Project Sites for the monthly charges of utilities.
- Preparation of bill of quantities (for bid project).
- Quantity take off for rebar and consolidating all the quantities from other colleagues working on their respective scope.

vi. **Site Engineer (Rebar Engineer/ Architectural in Charge)**

DATEM Inc.(Philippines)

Alphaland Makati Place, Two Central, & Uptown Ritz project

June 23, 2014 - April 2016

**Roles and Responsibilities:**

- Prepares shop drawings and cutting list of different structural members.
- Releases FCD cutting lists for implementation on site.
- Submission of RFA and/or RFI to Consultant.
- Preparation of rebar summary requirements.
- Architectural in Charge for Architectural Works of Tower 2 (Masonry, Painting, Tiling Works, Dryworks, etc.)
- Performs quality assessment of Architectural Works through daily observation and inspection and ensures its timely completion.
- Ensures all work is properly coordinated to other trade contractors (Plumbing and Electrical) and to the Project Manager.
- Issues non-conformance notice to domestic subcontractors.
- Completion of balance of work per floor level prior to Handover.
- Joint inspection with DATEM QA/QC and Owner Representative.
- Supervision of the punch lists rectification issued by DATEM QA/ QC and/or Owner.
- Reconciles with the Subcontractors total quantity per scope of work.
- Materials take off quantity for architectural works of Tower 2.
- Weekly submission of productivity report.
- Evaluates Subcontractor progress billings.

**CHARACTER REFERENCES**

- **Celiza Mae Uson-Valmonte**  
Estimating Manager - CAAN Fence Inc. (USA)  
(781) 219-0686/ [Mae.uson@caanfenceinc.com](mailto:Mae.uson@caanfenceinc.com)
- **Jonathan Gomez**  
Project Manager - Teamsystem Construction Pte Ltd  
(Singapore)  
+65 9237 1914/ [jonathan.gomez@teamsystem.com.sg](mailto:jonathan.gomez@teamsystem.com.sg)
- **Jude Giossep Joel Sabuero**  
2047-311-472

**EDUCATIONAL BACKGROUND**

Professional License: Registered Civil Engineer, May 2014  
Professional Regulations Commission,  
Philippines

Tertiary: Bachelor of Science in Civil Engineering  
Pamantasan ng Lungsod ng Maynila  
Intramuros, Manila (Philippines)  
AY 2008-2013

**PERSONAL DATA**

Age : 30 years old  
Birth Date : August 1, 1992  
Birth Place : Manila  
Height : 5'0"  
Weight : 60 kgs.  
Civil Status : Single  
Nationality : Filipino

**SEMINARS ATTENDED**

- **PLANSWIFT & PRIMAVERA WORKSHOP (CONSTRUCTION PROJECT ESTIMATES & SCHEDULING)**  
Webinar (Philippines)  
May 22 & 29, 2022
- **THE LANGUAGE OF BUSINESS (LOB): ACCOUNTING FOR NON-ACCOUNTANTS**  
DATEM Twin Oaks Project Laydown Conference Room,  
Mandaluyong City(Philippines)  
June 9, 2017
- **BASIC CONSTRUCTION AND PROJECT MANAGEMENT SEMINAR**  
DATEM Corporate Center, Pasig City (Philippines)  
July 2015 - September 2015

*I hereby certify that the facts contained above are true and complete to the best of my knowledge.*



Jovi T. Sabuero