

# VANESSA A. TUGANO

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## Professional Summary

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Highly professional and talented Quantity surveyor with 8 years of experience in cost estimates, quantity take offs, cost handling related to construction and engineering projects. Possess strong problem-solving, numerical, communication and negotiation skills.

## Skills

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- Quantity Surveying
- Tender Preparation
- Cost Planning
- Quantity Take-offs
- Estimates
- Sourcing
- Pricing
- Negotiation
- Progress Billing
- Variation Claims
- Planswift
- Cubicost Glodon
- Sketchup / CAD
- Work independently
- Team Player

## Employment History

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### Cost Planner

**SharePro Inc. (Filinvest Company) – Manila, Philippines**

**06/2022 - Present**

- Prepare tender and contract documents, including bills of quantities & quantity take off
- Estimate pre-contract costs and utilize quantity take-off procedures
- Sourcing of materials and preparing cost estimations.
- Estimate pre-contract costs
- Analyze tender and award recommendations
- To prepare contract documents to sub-contractors and suppliers
- Evaluation and certification of suppliers/sub-contractors progress payments.

### Senior Quantity Surveyor

**Betonbau Phil., Inc. – Manila, Philippines**

**09/2020 – 06/2022**

- To prepare contract documents, taking off measurement, providing cost estimates and tender submissions
- Attend pre-bid meetings for the projects for bidding
- Reviewing construction plans and preparing quantity requirements.
- Determines the scope of work and contents of the project estimate by preparing a list of bid quantities and items
- Monitor project budget and costing
- Track changes in plans or constructions; update budgets
- Keep track of construction materials and inventory
- Allocating and monitoring the work of subcontractors

### Cost Engineer

**Global Comfort Group Corp. – Manila, Philippines**

**10/2018 – 09/2020**

- To prepare contract documents, taking off measurement, providing cost estimates and tender submissions
- Request for quotation from subcontractors / suppliers.

- Evaluate and carry out joint measurement with Subcontractors on their claims for Purchase Order/ Works Order.
- Administer term contract works to be carried out by Subcontractors (before and after project commencement).
- Prepare and recommend monthly progress payment claims and final account submitted by the term subcontractors' and to ensure timely and complete submission for payment.

### **Site Quantity Surveyor**

**Vertical Space Interiors Inc. – Manila, Philippines**

**08/2017 – 08/2018**

- Prepare cost estimates be awarded to Subcontractors
- Evaluates subcontractor submitted quotations
- Evaluates subcontractor legal documents for contract awarding
- Prepares subcontractors Request for Piece of Contract for official Purchase Order
- Prepare and Issue Notice to Proceed to subcontractors
- Evaluates and routes subcontractor's billings for payment
- Actual measurements at site for project accomplishments
- Prepares Progress Billings to be submitted to client
- Reconciliation with client for evaluated billing and payment
- Prepares Material Requisition for Materials needed in site
- Prepares and Monitor Overall Materials Requisition and Delivery on site
- Prepares total materials needed in project based on Bill of Materials
- Quantity Take off and monitoring of Additional Works
- Computation of target daily accomplishments based on Project or Catch-up Schedule

### **Office / Site Billing Engineer**

**Betonbau Phil., Inc. – Manila, Philippines**

**01/2015 – 08/2017**

- Prepare summary of subcontractors bid proposal according to their submitted quotations.
- Evaluation of subcontractors billing and cost plus then processed for payment.
- Prepare manpower monitoring for the productivity of project performance.
- Site visit for project accomplishment and update of project status.
- Reconciliation and joint measurement with the client for the final quantity and amount.
- Quantity take off of additional works for the preparation of proposal to be submitted to client.
- Quantity Take off of Civil Works and Earthworks.
- Prepare progress billings to client (Civil Works, Earthworks & Equipment Rental) and variation order billings.
- Deployed to site for monitoring of subcontractor's scope of works & project accomplishment.
- Interact with the project managers and site engineers for the schedule of works and target schedule of the project.
- Reconciliation with the client for the closed out of contract and final payment.

## **Education**

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Bachelor of Science in **Civil Engineering** 2009 - 2014

**Catanduanes State University, Philippines**

## **Licenses & Certifications**

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Professional Regulation Comm., PHL

Registered Civil Engineer

License No. - 0139360