

SUMMARY OF QUALIFICATION

- 5 years extensive experience in construction. 3 years as Project Engineer (Site Engineer/ QA/QC) of various project and 2 years as Office Engineer/QS.
- Excellent in technical and supervisory skills involving construction, installation, erection, inspection and testing.
- Ability to work under pressure to cope up with the project milestone and target completion schedule.
- Consciences, diligent, and loyal employee.

PROFESSIONAL EXPERIENCE

JUNLIP REALTY&BUILDERS, INC.

Office Engineer

Apr 2022-Apr 2023

- Check plans, drawings, and quantities for accuracy of calculations.
- Responsible for reviewing the BOQ as per specifications and taking out quantities from the drawing.
- Prepare preliminary cost estimates and proposals.
- Implements cost engineering related activities such as budget preparation, cash flow, and scheduling.
- Prepares and reviews detailed evaluations of bid documents prior to submission.

CONCRETE SOLUTION BUILDERS&SUPPLY

Project Site Engineer

Feb 2019-Mar 2022

- Responsible for project day to day management of site.
- Assuring that project is being constructed and conducted in accordance with plans and specifications and in compliance with the terms of the contract.
- Ensuring that all site activity and test are in accordance to the approved procedures and had complied with ITP.
- Exercising authority to reject unsatisfactory workmanship and materials.
- Responsible for overall progress and smooth running of project under guidelines from Project Manager.
- Witnessing testing performed by testing laboratories at site.
- Coordination for all planning, scheduling, progress monitoring and costing all related activities of the project.
- Check that executions on site are based on the latest revision of drawing.
- Preparation of accomplishment for the payment of subcontractors.
- Estimating materials to be used.
- Preparing billing based on accomplishments.

Office Engineer /QS

Feb 2018-Feb 2019

- Check plans, drawings, and quantities for accuracy of calculations.
- Responsible for reviewing the BOQ as per specifications and taking out quantities from the drawing.
- Prepare preliminary cost estimates and proposals.
- Implements cost engineering related activities such as budget preparation, cash flow, and scheduling.
- Prepares and reviews detailed evaluations of bid documents prior to submission.
- Participates in planning, organizing and brainstorming meetings with the team.
- Obtain accurate quantity take-off for a specific work assignment.
- Prepares weekly and monthly progress report for the project.

EDUCATION

NUEVA ECIJA UNIVERSITY OF SCIENCE & TECHNOLOGY

Bachelor of Science in Civil Engineering

Cabanatuan, Nueva Ecija

LICENSE AND CERTIFICATION

Professional Regulation Commission (Philippines)

Licensed Civil Engineer

Date Acquired: November 2023

SKILLS

Software: Autocad, Planswift, SketchUp, Microsoft Excel

Language: English, Filipino

PERSONAL DATA

Name: Jobelle D. Santiago

Address: Jaen, Nueva Ecija

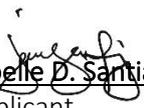
Contact No.: 09979887270

Date of Birth: April 3, 1994

Religious: Roman Catholic

Status: Single

I hereby certify that the above information is true and correct.


Jobelle D. Santiago
Applicant