

Maria Cecelia H. Acebo

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PROFESSIONAL SUMMARY

As a licensed civil engineer with a professional background, I have gained valuable experience in several roles within the industry. I have worked as a Quantity Surveyor, Office Engineer, and Planning Engineer, which has provided me with a well-rounded understanding of project management processes. Currently, I am focused on Project Cost Control and Monitoring, where I am responsible for overseeing budget allocation and tracking expenses to ensure project financial success. My expertise in these areas allows me to effectively manage costs, maintain quality standards, and meet project objectives.

WORK EXPERIENCE

Liaison Engineer – Project Cost Control and monitoring

Jan 2018-Present

SMC Skyway Stage 4 Corporation, Ortigas Philippines

Key responsibilities:

- Collaborating with Technical Team in the development of a comprehensive project budget that includes all relevant elements such as labor, materials, equipment, and overhead costs.
- Managing the budget and preparing monthly/annual cost reports. Cost tracking, and management of variations and claims.
- Manage project risk & contingency to ensure final costs fall within expected cost parameters. Check and review estimated quantities for construction (Civil, Structural and Architectural works)
- Analyzing and addressing discrepancies between actual cost and the budget.
- Utilize collected data to forecast future project costs.
- Regularly update project cost information on a monthly basis.
- Review and evaluate billings submitted by consultants, designers, contractors, and suppliers.
- Prepare certificates of payment based on evaluated billings.
- Review billing submitted by contractors and supplier, to prepare payment request memorandum for processing of payments.

Civil Engineer/Right of Way Assistant

Destra Management Consultancy Services, Bicutan Philippines

Dec 2015 – Dec 2017

Key responsibilities:

- Prepare estimates of probable costs for construction projects, considering materials, labor, and equipment, based on contract bids, quotations, schematic drawings, and specifications.
- Compile bid submission documents, including bid deposits, proposal letters, conceptual plans, schedules, and tender forms, facilitating the bidding process.
- Collaborate with Project Managers to develop comprehensive project plans, schedules, and milestones, aligning with project objectives and client requirements.
- Check and review estimated quantities for construction activities, including Civil and Structural
- Analyze and verify quantity take-offs to ensure accuracy in cost estimates.

Quantity Surveyor

United Power System Philippines Incorporated

Apr 2014 – Dec 2015

Key responsibilities:

- Conduct accurate cost estimations for materials, labor, and equipment required for a construction project, in alignment with proposals, plans, estimates, and specifications.

- Perform detailed quantity takeoffs from project drawings and specifications to determine the required quantities of materials and resources.
- Establish unit costs for materials and services.
- Determine labor rates, productivity factors, and consider location impacts in the cost estimation process.
- Participate in tendering processes, providing accurate and competitive cost estimates for the bidding process.
- Monitor and control project costs throughout the construction phase.
- Prepare and generate monthly progress billing reports, detailing the financial status of the project.
- Manage changes to the project scope, assessing their impact on costs and budgets.
- Coordinate with Site/Project Engineers regarding construction activities to ensure alignment between the quantity surveying activities and the on-site execution.

Office/Planning Engineer

Jun 2012 – Jan 2014

Betonbau Philippine Incorporated

Key responsibilities:

- Prepare estimates of probable costs for construction projects, considering materials, labor, and equipment. This includes analyzing contract bids, quotations, schematic drawings, and specifications.
- Develop bid submission documents, including bid deposits, proposal letters, conceptual plans, schedules, and tender forms. Ensure all required documentation is accurate and complete.
- Utilize different software programs (Excel, office tools, and planswift) to perform project takeoffs, ensuring accurate and detailed quantity assessments.
- Collaborate with Project Managers in the development of comprehensive project plans, schedules, and milestones.
- Monitor project progress, track milestones, and ensure adherence to timelines. Provide regular updates to immediate supervisor.
- Maintain project documentation, including progress reports, meeting minutes, and change orders. Ensure that all documentation is organized and easily accessible.
- Assisting in the allocation of resources, including labor, equipment, and materials, to support project objectives.
- Maintain accurate and detailed documentation related to cost estimates, quantity takeoffs, and project cost reports. This includes recording any changes or adjustments to the initial estimates.

Office Engineer

Dec 2011 – Mar 2012

Sinian International Corporation

Key responsibilities:

- Prepare pre-qualification and post-qualification documents for bidding, showcasing a thorough understanding of project requirements and specifications.
- Preparation of detailed estimates, bills of quantities, and schedules with S-curves and PERT CPM, contributing to the development of competitive and accurate project bids.
- Prepare and maintain comprehensive project reports, including progress reports, meeting minutes, and change orders, providing accurate and timely updates to project.
- Assist in contract management activities, reviewing and interpreting contract documents to ensure understanding and compliance with project requirements.
- Maintain and organize project documentation, encompassing drawings, specifications, contracts, and permits, ensuring accessibility and accuracy for project.
- Facilitate effective communication and coordination among project teams and subcontractors, fostering collaboration and timely resolution of issues.

Assistant Office Engineer

May 2009 – May 2011

Design Science in association with Renardet S.A. Consulting Engineers and PT Prosys Bangun Persada

Key responsibilities:

- Efficiently prepare and document weekly meeting minutes involving consultants, general contractors, and designers, fostering effective communication and project coordination.
- Track and document key decisions made during meetings, maintaining comprehensive records of project developments.
- Organize and distribute meeting minutes and relevant documents promptly to ensure all team members are informed and aligned with project requirements.
- Proficiently input monthly accomplishment data using Project Management and Controlling System version 1.0, ensuring accurate and up-to-date project records.
- Spearhead the preparation and organization of Monthly Materials Accomplishment Reports, systematically encoding and managing data related to Materials Testing Reports, while fulfilling the role of Document and Data Controller.

QC/Field Engineer

May 2008 – Dec 2008

Loxon Philippines Incorporated

Key responsibilities:

- Supervised workers and monitor projects.
- Conducting inspection and checking order of materials and monitoring of materials delivery.
- Testing of Glass Works Installed on site using Hydro test method
- Preparation of Shop drawings, Installation and Testing Methodology
- Involved in QC Meeting on site and supervised construction employee.
- Preparing and maintaining project reports, including progress reports, meeting minutes, and change orders.
- Coordinate to Foremen and Leadmen for day to day activities
- Attend safety tool meetings to facilitate and ensure safety in construction area.

EDUCATION

Bachelor of Science in Civil Engineering

Jun 2005 – Oct 2007

Rizal Technology University

Civil Engineering Technology

Jun 2001 – Oct 2004

Technological University of the Philippines

ON THE JOB TRAINING

Building Permit Section, Las pinas City Hall

- Checking Blue Print, process building permits.
- On Site Visit

Acerhomes Development Corporation

- Cadd Operator
- Checking blue prints and estimate civil structure.

Asia Construction and Development Corporation

- Checking plans, specifications and site methodology

SKILLS

- CAD
- Planswift
- Sketch up
- Microsoft office proficient
- Budgeting
- Project Management and Controlling System
- Codes and principles knowledge
- Excellent time management and organizational skills
- Good Communication skills – verbal and written
- Attention to detail and focus in accuracy
- Can work productively and in high pressured situations.

PROFESSIONAL CREDENTIALS AND LICENCES

- Licensed Civil Engineer
- Driver's Licensed

REFERENCES

Norberto A. Conti
Vice President
SMHC Infrastructure
09088977088

Julius Marquez
Senior Engineer
SMC Skyway Stage 4 Corporation
09176683554

Richard Ygat
Senior Quantity Surveyor
Baldo Construction and Development Corp
09996942468