

MICHELLE BRUCE NAPA

ESTIMATOR

Suqui Calapan City Oriental Mindoro Philippines

+63 963 523 5980 / +63 995 620 0165

michellenapa20@gmail.com

Personal Information

Civil Status : Single
Date of Birth : September 19, 1990
Age : 32

Skills

- Quantity Surveying
- Autocad
- WinBid Pro (GDS)
- Project Management

Experience

Estimator ■ December 2021 - Present

Glass 8 Inc. ■

Accurate Dorwin Seel Ave. Winnipeg, Manitoba Canada ■

- Providing quantity take-offs and costings for tender submission.
- Revising cost for post tender submittals.

Quantity Surveyor ■ June 2021 - December 2021

Bradphil Inc. ■

888 Industrial Megacity Sta. Ana Taytay Rizal

- Providing quantity take-offs and costings for tender projects.
- Coordinating with the project management with the design used for a system.
- Revising and re-computation of costing for post tender submittals.

Quantity Surveyor ■ May 2018 - October 2020

Tri Pacific Engineering Sdn Bhd ■

No. 5 Jalan P6/4, Seksyen 6 Bandar Teknologi Kajang Malaysia

- Providing detailed presentation of quantity take-offs for Bill of Quantities, Claims and Payments for Subcon.
- Coordination with suppliers for quotation of projects under tender.
- Providing structural calculation, drawings, work program for Façade Structures.
- Preparing the other technical submissions as per requested by consultants and clients.

Technical Facilitator ■ June 2015 - December 2016

DSWD Region IV-B KC-NCDDP ■

1680 F.T. Benitez cor. Malvar St. Malate, Manila

- Providing engineering plans, detailed cost estimates and program of works for proposed projects.
- Canvassing for the updated market prices to ensure that the budget would still be enough to finish the project.
- Monitoring and conducting site inspections for the over-all status of all on-going sub-projects providing technical inputs to resolve issues and problems that may arise during implementation.
- Preparing the Monthly Individual and Consolidated Physical Progress report for submission to the Regional Project Manager.
- Conducting joint and final inspection of completed projects.

Project Engineer ■ December 2012 - June 2015

CONSUVIL Realty Development Corporation ■

2F Suzara Bldg., J. P. Rizal St. Cor. A. Bonifacio Calapan City

- Resolving the problems that may arise during construction.
- Scheduling and monitoring the job scopes need to accomplish as per schedule.
- Reporting the progress of work, expenses of materials and labor to the Operations Manager.
- Providing technical documents needed for claims.
- Procurement of materials.
- Providing quantity take-offs for the permits and additional job costs.
- To complete and submit documents for Building Permit and Occupancy Permit.

Education

Divine Word College of Calapan

March 2012 ■ Bachelor of Science in Civil Engineering

Affiliations

- Passer - Licensure Examination for Civil Engineer - Philippines (November 2012)
- Member - Philippines Institute of Civil Engineers (Calapan Chapter)
- Member - Philippine Institute of Certified Quantity Surveyors

References will be given upon request

I hereby certify that the above information is true to the best of my knowledge.

Michelle B. Napa
Civil Engineer