

# Antonietta L. Sangutan, RCE

Professional Licensed Civil Engineer

Expert in Office Engineering Admin Works

Experience Project Engineer

Private Math Tutor

Manguiao, Asturias, Cebu Philippines 6042

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## Professional Experience

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### Personal Private Tutor ( August 21, 2023 – present)

University of Texas – San Antonio Freshman Student

### July 2018-Present ( 5 years and 2 months)

Office Engineer III

Cebu Landmasters Inc. - IT Park Lahug Cebu City

*Assigned Projects: Mivesa Garden Residences Tower 6&7 Condominiums*

*Casa Mira Towers Mandaue – Tower 4 Structural Phase*

*Baseline Center T3 Lyf Hotel and Prestige*

*Abaca Resort Mactan*

#### Responsibilities:

- Provide support to project managers in planning, scheduling, and coordinating engineering activities.
- Coordinate with internal teams, clients, and subcontractors to facilitate project progress.
- Review project documents for accuracy, completeness, and compliance with regulations and standards.
- Maintain project records, including contracts, change orders, RFI/RFAs and meeting minutes. (Oversees all administrative activities)
- Monitor project budgets and expenditures, identifying and addressing variances as needed.
- Assist in the resolution of technical issues and conflicts that arise during project execution.
- Prepare progress reports and updates for project stakeholders.
- Execute Purchase Request, Goods Receiving Procedure and Service Entry Using SAP Software.
- Execute Billing Procedure and Prepare Progress Billing and Recommendation of Payment
- Estimate and prepare Cost proposals for additional/variation work (prepares BOQ) and reviewing Change orders.
- Attend project site meetings and prepare necessary reports (Minutes of the Meeting)
- Responds to routine inquiries and correspondence and sends emails. Answers phone and direct calls
- Performs other job-related functions that may be assigned from time to time.
- Miscellaneous clerical work that may include making copies, scanning, filing, errands, etc.
- Coordinate and help Supply & Chain Management Dept. and accounting dept.

### May 2017 – June 2018 ( 1 year)

Construction Project Engineer - Civil

Prince Retail Group of Companies - Cebu City Philippines

#### Responsibilities:

- Supervise and monitor project to make sure that it will be finish on schedule
- Estimate additional and variation works
- Interpret, review and implement drawing plans such as structural, architectural and plumbing plans.
- Attend site relocation survey with the surveyor (VisMin Project)
- Help in solving problem encounter in the site such as, complains from the residents and government concerns in relation to our building construction
- Make progress reports, issues and concerns update for site project to the project manager for better monitoring.
- Do the permitting works of the site projects such as, building permit, FSIC, and Occupancy Permit.
- Need to make contact and good relation to the town Mayor or Vice Mayor and City Engineer for a better communication in order not to encounter difficulties in the releasing of permit before or after the construction.
- Do site visit as ordered by the project manager.

### December 2016 – May 2017 (5 months)

Project Engineer

ECCON Development Corporation - Garing, Consolacion, Cebu Philippines

#### Responsibilities:

- Supervise and monitor Project on site (some of the projects are DPWH and Municipal)
- Estimate project cost
- Assist in the preparation of project plans, specifications, and construction documents.
- Engage in purchasing and canvassing of materials needed in the project
- Help the liaison officer in preparing bidding documents
- Prepare drawing plans as instructed by the owner.

## Skills

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- Proficient in Mathematical Problems & Solutions
- Proficient in Documentation, Record Keeping and Billing Procedure with Evaluation
- Proficient in SAP System (execute in Project request, Goods Receiving Report and Service Entry), Quick-books
- Proficient in making presentation in Microsoft Office applications (Excel, Power Point, Words) and Able to make project weekly/monthly report accomplishment.
- Proficient in Administrative Tasks and Email Management
- Experienced in Office Admin Works as a Site Office Engineer
- Experienced in supervising acquiring permits on a certain project for compliance
- Experienced in handling construction workers (Roads and Retail Stores)
- Can plan and estimate (Can provide detailed cost estimate based on the existing plans)
- Can interpret and implement design plan drawings,
- Knowledgeable AutoCad Software (2D and 3D) , Canva, Planswift
- Can draft/make contracts based on the awarded scope of works
- Willing to learn and open-minded, well organized and can work under pressure, Resilient, highly dependable and Pro-active

## Education

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**Graduate Studies:** Cebu Technological University – Main Campus - 2023-First Trimester

- Masters of Science in Structural Engineering

**Tertiary:** Cebu Technological University – Tuburan Campus - 2011-2016

- Graduate of Bachelor of Science in Civil Engineering
- **Cumlaude**
- Graduate of Associate in Civil Engineering with
- Specialization in Construction Management Engineering
- **With Honors**

**Secondary:** Manguiao National High School - 2010-2011

- **Valedictorian – TOP 1**

## Trainings/Conferences

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- SAP Refresher Training - Presenter
- SAP PO-based Procurement Process Training - Trainer
- Philippines Institute of Civil Engineering (PICE) Midyear National Convention and Technical Conference - Attendee
- Modern Project Management in Construction - Attendee
- Data Science & Data Analytics - Attendee
- Building Information Modeling 101 - Attendee
- Financial Wellness Training – Attendee

## Achievements

- Employee of the Month March 2018 (Prince Retail Group of Companies –CPMD)
- Employee of the Month February 2018 (Prince Retail Group of Companies – CPMD)
- Results Driven Awardee 2017 (Prince Retail Group of Companies – CPMD)
- Cebu Provincial Government Awardee
- Outstanding Leadership Awardee 2015
- 1st place OUTSTANDING PRESENTATION SKILLS during the culminating activity of Technical Communication
- Outstanding Scholar of 2014-2015

*I hereby certify that all information above is true and correct to the best of my knowledge and belief.*

ANTONIETTA L.SANGUTAN

Applicant