



Romina R. Montoya

Contracts Administrator
And Quantity Surveyor
– Civil Engineer

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Local Address: 61 St. Blk 87 Lot
07, MRC, Sapang Biabas
Mabalacat City, Pampanga,
Philippines

Profile:

Professional with proven 8 years of experience Quantity Surveyor and Contracts Administrator
An extremely motivated individual with ability to do Quantity calculations and solve QS related works.

Personal Details:

Date of Birth: November 14, 1993
Age: 30 years old
Nationality: Filipino
Status: Married

Skills:

- Civil Engineering Graduate with Professional License in Philippines
- Good Calculation and Estimation Skills
- Familiarity of Review of Sub-Contract Agreements, Interim Payments Applications, Tax Invoices, Final Statements, Letter Correspondence, Retentions, Variations, Bill of Quantities and Tender Proposals.
- Knowledgeable of MS Word, Excel, Outlook, Smartsheet, Payapps, and Autocad 2D
- Knowledgeable of reviewing Sub-contract Agreements
- Experienced on liaising with Engineers, Clients, & Subcontractors
- A team player with outstanding oral and written communication skills.
- Willing to learn and undergo training

Work Experience

Outstaffer Pty Ltd

4/F Unit 2C, One E-Com Building, Ocean Drive, MOA Complex, Pasay City, Philippines

Under: KASE Building Group Pty Ltd

3/65-75 Captain Cook Dr, Caringbah NSW 2229

July 17, 2023 to Present

- Reporting to the Project Manager, has the authority for the efficient management of project financial and administration matters.
- Full Document Control
- Administers Subcontractors and issuance of Subcontract Agreements and processing vendor invoices.
- Administers Head Contracts
- Submission of Progress Claims, Variations, Extension of Time, etc.
- In charge of managing project budget and preparation of system processing using Procore Tools.
- Request Quotations to Suppliers/Vendors/Subcontractors.

Cloudstaff Modern Workforce, Inc.

L2, New Street Building, McArthur Highway, Balibago, Angeles City 2009

October 4, 2021 to June 21, 2023

Under: Woodworx Joinery Pty Ltd

Unit 11, 1801 Botany Road, Banksmeadow, NSW 2019, Australia

October 4, 2021 to December 23, 2022

Contracts Administrator

- Develop contract proposals to support organizational goal
- Review contract estimates, including proposed materials, production costs, etc and determine whether they seem reasonable and accurate
- Ensure that all records are accurate and up to date
- Write contract letters and other communications and notice
- Create regular status reports regarding progress on projects
- Analyze contracts to ensure they comply with state and federal laws and regulations
- AGED Receivables – follow up and chase client on daily basis
- Allocate payment receipts from client
- Prepare daily report of AGED Receivables and weekly forecast to stakeholders
- Bond applications to Surety companies
- Issuance and release request of issued bonds to clients
- Helps Project Managers to prepare and submit Claims/invoices to client
- Software/Applications used: Payapps, Odo, Smartsheet, Monday.com, Aconex, Tanda, MS Excel, MS Words, SharePoint

Under: Cloudstaff FACILITIES – ADHOC (internal)

L2, New Street Building, McArthur Highway, Balibago, Angeles City 2009

January 03, 2023 to June 21, 2023

Facilities Engineer / Estimator

- Prepare quantity take off for all new Cloudstaff facilities
- Evaluate contractor's bill of quantity
- Visit sites to check project status and development
- Looks for new subcontractors and supplier for all required works
- Request quotation from suppliers/ subcontractors
- Liaise and coordinate with Project in charge, Engineers, subcontractors and suppliers to sustain the flow of works
- Software/Applications used: Google spreadsheet, MS Excel, Planswift, Google Drive, AutoCAD

WJ Groundwater Philippines Corp. – Philippines Branch

Upper Unit Lot 454, MacArthur Highway, Mamatitang, Mabalacat City, Pampanga

April 26, 2021 to September 29, 2021

Quantity Surveyor & Back-office Support QS of WJ Groundwater Limited

&

WJ Groundwater Limited – Dubai Branch

Office 101 Falcon House, Dubai Investment Park 1, Dubai, U.A.E

April 07, 2019 to Mar 31, 2021

Quantity Surveyor – Commercial Department

- Responsible of Reviewing Sub-Contract Agreements, Local Purchase Orders and other form of contracts received from Clients.
- Liaison to Operational team for the preparation, review & checking of veracity and substantiation, and ensuring prompt on-time submission of Monthly Interim Payment Application to Clients.
- Championing the tracking, chasing and collection of payment certificates from Client
- Recommends the issuance and submission of Tax Invoice to clients
- Document Control – Securing all issued and received commercial documents are saved electronically and files hard copies.
- Producing various commercially related reports and correspondences such as Request of Extension of Work & Time, Final Statements, Notice Letters and Monthly Sales Reports.
- Overall in charge of WJGL monitoring system of all Project Accounts in Commercial and Accounting aspects – Total Application, Total Certification, Total Payments and Outstanding Payments.
- Software and Application used: AutoCAD, MS Excel, MS Word and Smartsheet

Cosmos Piling LLC

Office 1205 Exchange Tower, Business Bay, Dubai, U.A.E

January 2017 to March 11, 2019

Quantity Surveyor

- In-charge of preparation of Quotation/Tender Proposal to Clients.
- Prepares quantity take offs during tender stages and post-contract stages
- Estimation of rebar steels, concrete, beams, anchors, struts etc.
- Responsible of Reviewing Sub-Contract Agreements, Local Purchase Orders and other form of contracts received from clients
- Prepares Interim payment application, rental invoices, tax invoices, project statements and variation claims.
- Producing various correspondences to Client such as Notice of variation works, mobilization/demobilization letters, extension letters, etc.
- Responsible of procuring materials including issuance of LPO and sub-contract agreements to Suppliers and Subcontractors

- Liaison to Engineers, Clients, Suppliers, and subcontractor to fulfill QS obligations
- Prepares certification and assessment to the claims of Supplier and Subcontractors.
- Administer and monitor the status of all tenders, running and completed projects
- Document Control – Securing all issued and received commercial documents are saved electronically and files hard copies.
- Software and Application used: AutoCAD, MS Excel, MS Words

IM Interiors Decoration L.L.C.

Office 504 Dusseldorf Business Point Bldg., Al Barsha 1, Dubai, UAE

June 2016 to December 2016

Quantity Surveyor

- Prepares quantity take offs for pre and post contract works
- Prepare Bill of Quantities for invoice preparation and work schedules
- Marking of drawing to identify the work progress and prepare reports to managers
- Request quotations from suppliers/subcontractors
- Manage and update of project monitoring
- Document Controlling – Save soft copies to the right folders and saved original to project files
- Attend and inspect site to evaluate subcontractors billing requests and work progress
- Software and Application used: AutoCAD, MS Excel, MS Word

Education

TERTIARY:

Bachelor of Science in Civil Engineering

Holy Angel University
Angeles City, Philippines
2010-2015

Certificates and Trainings

The Black Art of Construction Dewatering

Selem Education
December 09, 2020

Contracts Management and Administration – Based on FIDIC Standards

3Folds Education Center
18 Contact Hours (November 29 to December 13, 2019)