

Kate A. Bautista

Career Objective

Dedicated Civil Engineering graduate backed by successful job experience related to engineering principles, specifications, and standards. Eager to contribute to the growth and success of the company through hard work and engineering related skills, as well as interpersonal skills, learned from past experiences. Seeking to work in an environment where my abilities will be fully utilized and also challenges me to improve and constantly thrive to be better in all the task allotted to me. Willing to learn and develop new relevant skills that I can use in the future.

Work Experience

CIVIL ENGINEER

SUNWEST INC, DECEMBER/2021 – PRESENT

- Monitor overall project operation including man-hour operations, materials delivered and installed at site, and equipment's operational hours.
- Inspect actual site activities and accomplishments, as well as construction materials, to ensure that the process meet established quality standards and specifications.
- Site visitation for tallying of actual accomplishment and site engineer's reports.
- Monitor daily and weekly progress of all on-going projects.
- Cost control monitoring including quantity take-off vs. actual cost.
- Prepare papers submittals of weekly/monthly reports.

Certificates/Licensing Holder

- **Safety Officer III** (Loss Control Management + Hazard Identification, Risk Assessment and Control) (Accredited by the Department of Labor and Employment – DOLE)

Contact

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Skills

Professional

Team player

Reliable

Flexible

Able to work well in a team

High attention to details

Can handle and monitor multiple sites

Technical

Computer Literate

Oriented in Microsoft Word, Excel and PowerPoint

Education

Bachelor of Science in Civil Engineering

Marinduque State College,

Marinduque, Philippines, June/2015 – June/2020