



# Dyan Erika



## Objectives

Seeking a position as civil engineer where my skills and knowledge can be utilized effectively and would enhance my professional skills in a dynamic and stable workplace in the field of civil engineering.

## Education

University of Batangas

Bachelor of Science in Civil Engineering (March 2016)

Registered Civil Engineer (Nov 2016)

## Experience

Cost Monitoring Engineer (January 16, 2023 – Present)

██████████ AFilinvest Company

Monitors project budget.

Prepares Cost to Complete Report.

Ensures that the contracts for award are within the budget.

Quantity Surveyor (March 7, 2022 – January 12, 2023)

██████████ (PMI Tower, Makati City)

Quantity Take-off of For Construction Plans

Preparation of Billing to Client

Prepares Change Order Requests

Engineer 1 (February 16, 2021 – February 28, 2022)

██████████ Ensuring safety of commercial and industrial establishments

Assessment of annual fees

Assistant Quantity Surveyor (August 2019 – March 2020)

██████████ Arca South Taguig City

Preparation of Bill of Quantity

Preparation of Material Request using SAP

Preparation of Contract for Subcontractors

Preparation of Billing for Subcontractors

Coordinates with Construction department

Site Project Engineer (April 16, 2018 – February 2019)

██████████ Torre Lorenzo Lipa City

Monitoring Site Activities

Prepares Turn-over documents and requirements to Client

Site Supervision and quality assurance.

Preparation of Subcontractors Billing

Ensuring workers follows safety protocols

Evaluates and prepare Change Order Cost Proposal

Assistant Superintendent (February 14, 2017 – April 12, 2018)

██████████ (Cabuyao, Laguna)

Ensure that projects are completed on time.

Provides technical advice and solving problems on site.

Ensures the quality of the work.

## Skills

Knowledge in MS Excel, PlanSwift, SAP, AutoCAD

Strong mathematics knowledge Analytical

Thinking Skills Team Player Fast Learner

Coordinates with other department regarding budget issues.

Prepares elemental cost of the project.

Provides budget report to the business unit

Evaluates Billings, Change Orders of Subcontractors

Prepares Weekly Accomplishment Report

Monitors the budget and material requests of the project

Monitoring of buildings under construction

Prepare inspection report and accomplishment

Quantity take-off of projects

Preparation of Billing to Client

Preparation and presentation of Bid Documents

Proper allocation of budget using SAP

Evaluation of progress of projects

Presentation of report for Weekly Contractors Meeting

Preparation of Billing to Client

Coordination with other contractors with site concerns

Prepares documents for inspection (RFI) of management

Assists in punch listing and turn-over of Units

Coordinates regarding time schedules and requirements

Requests purchase of materials needed on site.

Ensures that the budget for a project is followed.