

CHARISMA A. BUELLA



Career Objectives:

To enhance field experience with strong technical, managerial and administrative skills, while developing knowledge in the project management and enhancing the experience of reviewing contracts and technical documents.

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Bauan, Batangas

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✉️ buellacharisma@gmail.com

WORK EXPERIENCE:

Office Engineer – Project Controls, Subcontracts, and Billing

Company: BSP & Company, Inc.

Address: BSP Compound, RMT Industrial Complex, Tunasan, Muntinlupa City
September 2017 – May 31, 2020

- Prepares subcontract packages based on budget and timeline.
- Prepares accurate and timely budget, re-allocations and amendments.
- Progress reporting, updates schedule and forecast to complete, variance identification and opportunities for improvement.
- Assist in the maintenance and review of supporting technical data or documents and ensure all contract works in compliance with contract documents.
- Monitor Sub-Contractor Performance.
- Monitor status of delivery and subcontractor accomplishment.
- Review Sub-contractor's Progress Billing and prepare the required documents for payment.

Site Engineer

Company: Megaworld Global-Estate Resorts, Inc.

Address: 8 East 36 Street, Uptown Bonifacio, Taguig City
April 2016 - March 2017

- Review project plans and proposals, then work with the management to develop project objectives.
- Site monitoring and inspection.
- Responsible for the quality and workmanship of every activity, thorough knowledge of all phases of engineering construction relating to Civil, Architectural and Structural discipline.
- Prepares status reports and regularly monitors activities, sub-contractors and schedules.
- Prepares and distributes a description and timeline to the project.

EDUCATION

Saint Louis College
San Fernando City, La Union

Bachelor of Science in Civil
Engineering
(May 2011)

SKILLS

- Computer Skills
Microsoft Office
SketchUP
AutoCAD
- Site Monitoring
- Project Cost Control
- Contracts Management
- Technical Support
- Problem-solving
- Analytical Thinking
- Verbal and Written
Communication
- Attention to details
- Flexibility

- Evaluate Progress Billings and Cost Proposals submitted by the contractors.
- Prepares Project Status Reports weekly and monthly.
- Prepares Estimates and other documents such as Site Instructions, Purchase Request, RFI, RFA, RFSI.
- Evaluate and recommends possible revision of plans to minimize cost development.

Project Engineer

Company: Whitemoon, Inc.

Address: Catanduanes St., Brgy. Paltok, Quezon City

March 2013 - March 2016

- Review project plans and proposals, then work with the management to develop project objectives.
- Site supervision and monitoring.
- Responsible for the quality and workmanship of every activity, thorough knowledge of all phases of engineering construction relating to Civil, Architectural and Structural discipline.
- Prepares status reports and regularly monitors activities, budget, sub-contractors and schedules
- Prepares and distributes a description and timeline to the project.
- Prepare Progress Billings and Cost Proposals.
- Close coordination with the Purchasing Department and Logistics for the materials, tools, and equipment needed.

QA Engineer

Company: Cabinet Vision Manufacturing Corporation

Address: Laguna Technopark, Biñan City, Laguna

December 2011 - February 2013

- Assist the management in the quality control, planning & analysis of finished product.
- Conduct periodic review of the existing process to be able to recommend improvements, work simplification & cost reduction.
- Conduct final inspection of the finished product during mock-up prior to deliver on site/client or showroom.
- Assist the QC Inspectors in the preparation of different non compliances noted in the line & ensure that the preventive measures are effectively implemented.
- Evaluate customer complaint and come up with the written report of evaluation and recommendation.
- Conduct machine monitoring to check quality of machine output thru making of samples (panels/module parts).

TRAININGS & SEMINARS

- Seminar on Construction Project Management (October 2014)
- Seminar on Construction Safety (May 2014)
- Painting Seminar-Workshop (September 2013)
- Seminar on Total Quality Management (June 2012)

PERSONAL INFORMATION

Birthdate: October 05, 1987

Birth place: Bauan, Batangas

Age: 35

Citizenship: Filipino

Civil Status: Married

REFERENCES

Engr. Daisy S. Lumibao

Owner - Dec-Aire Engineering
Bacoor, Cavite

Contact No. : 0929-159-1783

Engr. Jerry Y. Uyengco

Project Manager
Global-Estate Resorts, Inc.
Uptown Bonifacio, Taguig City

Contact No. : 0917-504-3155

Engr. Leonora F. Quarte

Head - Civil Engineering
Department
Saint Louis College
San Fernando City, La Union

Contact No. : 0917-884-3434

I hereby certify that the above information is true and correct



Applicant Signature