PRECIOUS SENDICO-RAMIREZ

Construction Estimating | Procurement | Project Coordination

Philippines | +63 977 614 9750 | preysendico30@gmail.com

PROFESSIONAL SUMMARY

Philippine-licensed Civil Engineer with 8+ years across estimating, CAD and project coordination, including 7+ years in civil and HVAC work. Experienced in supplier enquiries, quotation comparisons, BOQs, material purchasing coordination, client billing and project records. Brings eight years of professional Excel and AutoCAD use and practical experience keeping quantities, revisions and approval requirements clear.

PROFESSIONAL EXPERIENCE

Firstar HVAC Inc. | Sales Head Engineer and HVAC Designer

April 2023 - May 2026

- Prepared HVAC layouts, equipment and installation quantities, material and labour estimates, BOQs and client quotations.
- Requested and compared supplier quotations, specifications, prices, availability and scope inclusions to support purchasing decisions.
- Tracked equipment quantity revisions and documented required purchasing actions, including three returns and two additions on a showroom project.
- Handled 5-6 concurrent projects across design, takeoffs, purchasing, materials delivery and installation coordination; assigned technicians and installers to sites.
- Prepared client billings, supported completed-project turnover and coordinated responses to complaints, corrective work and further enquiries.

Ri-Rance Realty Corp. | Project Management and Cost Estimator

January 2019 - April 2023

- Prepared civil, structural and architectural takeoffs, BOQs and estimates for residential developments and commercial projects.
- Checked counts, lengths, areas and volumes in Excel against drawings and schedules; organized quantities into costable work items.
- Reviewed contractor proposals and supplier quotations against independent quantities and specifications; raised discrepancies for clarification before purchasing.
- Clarified a reinforcement-grade discrepancy between a contractor BOQ and final drawings, then updated quantities and costs after confirmation.
- Coordinated 2-3 concurrent projects, including a 235-unit development; maintained progress records, processed permits and monitored material deliveries.

EARLIER PROFESSIONAL EXPERIENCE

Unitech Phils. Industrial Machinery Inc. | AutoCAD Operator, part-time
January - July 2017

EACB and Associates | AutoCAD Operator and Estimator
May 2015 - June 2016

EXPERIENCE & CAPABILITIES

Precious Sendico-Ramirez | Construction estimating and project support

SELECTED PROJECT EXPERIENCE

Procurement and quotation review

At Firstar, compared supplier specifications, prices, availability and inclusions before purchasing. Recorded equipment changes and coordinated delivery requirements with suppliers, technicians and site teams across 5-6 concurrent projects.

Cost proposal and approval coordination

For a commercial construction project, co-prepared a sheet-pile quantity and budget proposal with my partner engineer. Separated company materials and heavy equipment from subcontract labour and tools, obtained structural review and coordinated management approval before implementation.

SOFTWARE AND TECHNICAL SKILLS

- **Microsoft Excel** - eight years of professional use for BOQs, estimates and supplier comparisons; SUMIF, VLOOKUP/XLOOKUP and pivot tables.
- **AutoCAD** - eight years of professional use for drawing interpretation, layouts, revisions and technical documentation.
- **Bluebeam Revu and PlanSwift** - practical training and independent takeoff practice, including Australian residential measurement exercises.
- **Microsoft Word, Outlook, Teams, SharePoint and Microsoft Planner** - professional use for documentation, communication and project follow-up.
- **monday.com** - actual use. **HubSpot and Fergus** - hands-on practice. Comfortable learning new task-tracking and project workflows.
- Professional project delivery is Philippine-based. Australian and U.S. estimating exposure comes from training and independent practice.

EDUCATION AND CREDENTIALS

Bachelor of Science in Civil Engineering | 2018
Technological University of the Philippines - Taguig

Civil Engineering Technology | 2015
Technological University of the Philippines - Taguig

Philippine-licensed Civil Engineer

COSH, 40 hours | Safety Officer II | PSSPPA Inc. | March 2020

EF SET English certificate | 81/100 overall, C2 Proficient | October 2026

AVAILABILITY AND REMOTE SETUP

Available for full-time remote work and to start upon acceptance of a formal offer. Based in the Philippines; dedicated workspace, dual monitors, fibre internet, UPS and backup laptop.