



**LEARNIE C. GUMIRAN**  
*Civil Engineer*

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**SKILLS**

- Fast-learner & self-motivated person
- Has the ability to deal with crisis in a calm and professional manner
- Having a natural drive with a loyal, strong, and proactive work ethic
- Skilled in working independently or with a group to accomplish company goals
- Easy to get along with and can promote good working relationships with others
- Good communication skills both verbal and written
- Skilled in Microsoft Office and AutoCAD
- Keen to details

**WORK HISTORY**

*March 2022-January 2023*  
***HX CONSTRUCTION SERVICES, INC.***  
Telecommunication Construction  
***SITE/DESIGN ENGINEER***

*Projects:*  
OSP AND FTTH

- Duties and responsibilities :***
- Site inspection
  - Monitoring and handling teams onsite
  - Prepare documents needed for billing
  - Prepare and Verify Red-line
  - Designing As-built plan

*January 2019 to February 2021*  
***JOSE ALILING CONSTRUCTION MANAGEMENT, INC.***  
Construction Management  
***QUANTITY SURVEYOR/CIVIL ENGINEER***

*Projects:*  
Copeton Baysuites  
202 Peaklane  
Office/BPO Building  
Paragon Centre

- Duties and responsibilities :***
- Prepared estimates using the issued plans and specifications.
  - Prepared Bid Documents in coordination with the Site Managers and Engineers.
  - Prepared tabulation of proposals submitted during bidding.
  - Checked conflicts between the plans and specifications.
  - Coordinated with the Project Architect and Consultant regarding queries.
  - Assisted the Site Managers and Engineers in evaluation of contractor's progress billings.
  - Assisted the Site Managers and Engineers in preparation cost for change order claims.
  - Maintains and compiles cost estimates.
  - Checked completeness of plans and specifications.
  - Maintains an updated cost database for reference in estimates.
  - Attended site meetings involving cost.
  - Assisted in the preparation of Complete Budgetary Estimates and financial reports to the owner.
  - Checked the contractor's compliance to the approved plans and specifications.
  - Coordinated with the Project Architect and Structural Consultant's regarding RFI's, submittals and shop drawings.
  - Assisted the Construction Manager in the preparation of the minutes of meeting, weekly, and monthly progress report to the Owner.
  - Evaluated and Reconciled of Progress Billing and Change order claims of the contractor.
  - Prepared contract documents of awarded packages and coordinated with the respective signatories

**EDUCATIONAL HISTORY**  
2012-2017 Bachelor of Science in Civil Engineering  
University of the East - Manila