**TONYRINCE C. CANTO**

**LICENSED CIVIL ENGINEER**

**OBJECTIVE**

In search of any Engineering/Administration/ Secretary Position that will allow me to utilize my engineering/organizing/ communication skills for company benefits, that will also help me to improve my career.

**SKILLS**

* Computer knowledge such as Autocad( 2D and Sketch-up), MS- Office, Data Entry and SAP.
* Evaluate Plans (Electrical, Structural, Plumbing and Architectural plan)
* Villa/Subdivision Inspector
* Fast learner, Hardworking and Motivated
* Good communication Skills, team player and Leadership Quality.
* Excellent Customer Service Skill

**JOB EXPERIENCED**

**Technical Services Engineer Team leader**

Bria Homes, Incorporated Philippines

February 2015 to August 31, 2016

*Duties and Responsibilities*

* Represent company in all Government and Private Offices transactions.
* Controlling the estimated budget for every transaction.
* Making Program of Development of the project.
* Attending all project meetings, arranging appointments and relaying important/confidential message.
* Evaluate drainage, Electrical, water system and house plans before forwarding to specific offices that will approved the permit to construct the project.
* Preparing monthly report of the project.
* Responsible in material testing, slump testing and Concrete sample testing.
* Keeping important documents and responsible for attending phone calls, queries and providing information to our clients.
* Draft letters for communication, like requesting and ] email approval for the budget.
* Data entry and Documentation of the project.
* Responsible for making decision in crucial time.
* Making deals with the supplier
* Processing Land title , tax declaration and real property tax transfer
* Attending walk-in client queries.

**Project Engineer Assistant**

KCC Mall of Gensan, Philippines

KCC Property Holdings, Incorporated

April 2014 to January 2015

*Duties and Responsibilities*

* Monitor the project time to time.
* Preparing contract documents.
* Assessing physical project, if it coincide with the plan.
* Ordering materials to the supplier.
* Responsible in Cost Checking
* Responsible in hiring labor/mason/foreman.
* Making Program of Development.

**CERTIFICATION**

* 7th PICE Student Regional Convention

October 26-28, 2009 at NDMU, South Cotabato

* 8th PICE Student Regional Convention

October 27-29, 2010 at MSU, General Santos

* 9th PICE Student Regional Convention

October 21-23, 2012 at USM Kabacan, North Cotabato

* Orientation for Surveyors on Transportation Surveys and Transportation Data Management for Formulation of transport and traffic management plan of Koronadal City

August 22, 2009 at NDMU Gymnasium, South Cotabato

* Orientation Seminar on CADD 2D/3D Google Sketch Up and 3D Studio Max

November 26, 2010 at NDMU, South Cotabato

* On-the-Job Training

April 4- May 20, 2013 at KCC Property Holdings, Incorporated

* Certificate of Appearance/Training in Earthquake Quick Response Program (EQRP)

June 2-3, 2016 at Gaisano Mall of General Santos City

* Certificate of Employment

February 2015 to August 2016, At Bria Homes, Incorporated

**ACHIEVEMENTS**

* JPICE (Junior of the Philippines Institute of Civil Engineers) Member. 2008-2014
* JPICE (Junior of the Philippines Institute of Civil Engineers) 2nd Year Representative. 2009-2010
* JPICE (Junior of the Philippines Institute of Civil Engineers) 3rd Year Representative. 2010-2011
* JPICE (Junior of the Philippines Institute of Civil Engineers) Business Manager. 2011-2012
* Engineering Department Treasurer. 2012-2013
* Engineering Department Treasurer. 2013-2014
* Member of Philippines Institute of Civil Engineer (PICE). 2015-present
* Member/volunteer of Earthquake Quick Response Program (EQRP). 2016 to present

**EDUCATIONS**

* College Degree

Graduate

Bachelor of Science in Civil Engineering (March 2014)

Notre Dame of Marbel University

Alunan Street, Koronadal City, South Cotabato, Philippines

* High School Level

Notre Dame of Tacurong for Girls (2004-2008)

Lapu-lapu Street, Tacurong City, Sultan Kudarat

**PERSONAL AND CONTACT INFORMATION**

 Gender: Female

 Date of Birth: September 10, 1992

 Nationality: Filipino

 Status: Single

 Religion: Roman Catholic

Language Spoken: English and Tagalog

Height: 5’3”

Weight: 105 lbs.