



JOHN RICK GIDA BALURAN, RCE

PROFILE

A licensed civil engineer with almost 2 years of experience in different fields of engineering. Strong creative and analytical skills. Team player with an eye for detail.

EDUCATION

Primary Education 2010

Cabulihan Elementary School
Cabulihan, Maasin City, Southern Leyte

Secondary Education 2014

Guadalupe National High School
Guadalupe, Maasin City, Southern Leyte

Tertiary Education 2021

Bachelor of Science in Civil Engineering
Visayas State University – Main Campus
Visca, Baybay City, Leyte

INFORMATION

+639957720563
+639480054179
jbaluran184@gmail.com

Lot 24B Blk. 24 Camella Homes
Springville PH-3 West, Bacoor, Cavite

SKILLS

Knowledgeable in Microsoft Office
Knowledgeable in AutoCad
Knowledgeable in PlanSwift
Knowledgeable in SketchUp
Total Station Operator
Record Keeping
Supply Sourcing
Negotiation
Good communication skill

CHARACTER

REFERENCES

JAMES ANDREI ARNAIZ

Project Engineer
Lady of Assumption Enterprises, Inc.
09171305380

WORK AND EXPERIENCE

COMPANY PURCHASER Feb.2023 – May 2023

E. Ganzon, Inc. | Pasay City

- ✓ Maintained budgets by sourcing low-cost, high-quality materials through in-depth online research.
- ✓ Kept up-to-date on demands and requests to continue to buy relevant and required products.
- ✓ Conducted in-depth price comparisons to determine the cheapest supplier for required products.
- ✓ Used clever negotiations skills with suppliers to obtain best prices.
- ✓ Established and maintained effective supplier relationships to obtain discounted rates for merchandise and supplies.
- ✓ Conducted market research to determine appropriate pricing.
- ✓ Assembled and prepared new Purchase Order with all related specs.
- ✓ Managed receipts for the documentations.

SITE ENGINEER Jan. 2022 – Dec. 2022

Lady of Assumption Enterprises, Inc.
Baybay City, Leyte

- ✓ Conducted site surveys ahead of additional works, speeding up construction processes.
- ✓ Completed site surveys and marked locations of various projects.
- ✓ Practiced health and safety procedures.
- ✓ Developed and implemented improved database tools to estimate project scopes and costs.
- ✓ Supervised and monitored project subcontractors and labor team.

- ✓ Generated reports detailing site activities, incidents, and resolutions.
- ✓ Coordinated project team meetings to plan and delegate tasks.
- ✓ Prepared regular reports for review to monitor project activities and milestones.

CIVIL ENGINEERING AIDE I

Mar. 10, 2021 – May 2021

Lady of Assumption Enterprises, Inc.

Baybay City, Leyte

- ✓ Reordered and restocked of construction materials.
- ✓ Monitored implementation of health and safety rules.
- ✓ Tested prototypes wrote reports to document results.
- ✓ Maintained logbook over duration of the construction.
- ✓ Helped in technical files.

CIVIL ENGINEERING INTERN

June 2019 – Jul 2019

Lady of Assumption Enterprises, Inc.

Baybay City, Leyte

- ✓ Closely shadowed supervisors to obtain an extensive understanding of best techniques, practices, and skills.
- ✓ Prepared regular reports for review to monitor project activities and milestones.
- ✓ Collated data on weather patterns to evaluate potential impact on construction.
- ✓ Calculated project estimates to design construction according to budget.
- ✓ Checked staff followed safety regulation and wore PPE through closely monitored employee operations.

STUDENT ASSISTANT

April 2018 – August 2019

Visayas State University – Main Campus

Visca, Baybay City, Leyte

- ✓ Check attendance: supervise students in the cleaning of the dormitory, lavatories, surroundings, etc.
- ✓ Check students' rooms and general living areas for cleanliness, neatness, and orderliness.
- ✓ Provide basic first aid as necessary and take students to clinic.
- ✓ Welcomed new students through orientation and site tours.

CERTIFICATES / SEMINARS

- Construction Occupational Safety and Health (COSH) with 2-hour Training of Trainer (Safety Officer 2)