

# CHERRY MAE SALAS

Civil Engineer

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📍 Mandaue City, Cebu

🌐 <https://m.me/rmysalas>

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## ABOUT ME

Accomplished professional with experience in forecasting and monitoring construction costs, managing project budgets, and coordinating material specifications. Proven track record as Office Engineer Supervisors in overseeing site projects, ensuring quality adherence and timely progress. Skilled in project management in CAD software such as AutoCAD and MS Office applications. Strong communication skills complement a commitment to continuous learning. Known for a strong work ethic, attention to detail, and the ability to meet tight deadlines without compromising quality. Self-motivated and committed to delivering durable, long-term results.

## EDUCATION

### EASTERN SAMAR STATE UNIVERSITY - MAIN CAMPUS

*Bachelor of Science in Civil Engineering*  
Borongan City, Eastern Samar

Tertiary

### EASTERN SAMAR NATIONAL COMPREHENSIVE HIGH SCHOOL

Borongan City, Eastern Samar

Secondary

### EUGENIO S. DAZA PILOT ELEMENTARY SCHOOL

Borongan City, Eastern Samar

Primary

## SKILL

- Project management
- Site inspection
- Willingness to learn
- Budget monitoring
- Team coordination
- MS Office Application Oriented
- Project billing
- Communication skills
- CAD Software proficient such as AutoCAD, SketchUp, & PlanSwift

## WORK EXPERIENCE

### KS&E Reliabuild Corp. - QS Budget & Control

**JUNE 2025-PRESENT**

Mandaue City, Cebu, Philippines

- Forecasted and monitored construction costs throughout project lifecycle.
- Received, verify, and review complete plans, details & BOQ's for awarded projects.
- Coordinated with site on budget, material specifications, and resolution of project concerns.
- Evaluated and approval of purchased orders in company's system.
- Evaluation and approval of job orders for subcon and admin works in company's system.
- Make BOM, list of materials for reference of orders from site.
- Assist projects for approval of materials.
- Coordinate supplier for samples, quotations and other technical documents needed by the projects.
- Attend Kick-off meetings for awarded projects.

**CEM Starke Waterproofing Services – Office Engineer Supervisor****FEBRUARY 2023–APRIL 2025**

Talisay City, Cebu, Philippines

- Inspected and supervised site projects across Visayas and Mindanao, ensuring quality adherence and timely progress.
- Managed and processed monthly billing for comprehensive projects.
- Managed and processed various project reports to ensure accurate documentation.
- Updated clients on project developments and sent necessary reports.
- Supported admin engineering team in project coordination.

**FS Plant Experts Industrial Services – Office Engineer****OCTOBER 2020–AUGUST 2021**

Dolores, Eastern Samar, Philippines

- Visit the site for inspection to make sure that the actuals coincide with the drawings.
- Transferred hard copy drawings and maps to digital form using Google Maps, and AutoCAD.
- Assisted the parcellary and subdivision team in delivering project requirements.
- Handled report management and processing to maintain data integrity.

**LANGUAGE**

- English
- Filipino
- Waray – waray
- Bisaya

**CERTIFICATIONS AND TRAINING**

CONSTRUCTION OCCUPATIONAL SAFETY & HEALTH TRAINING	June 7-15, 2025
QUANTITY SURVEYING / ESTIMATE FUNDAMENTALS	May 04, 2025
CONSTRUCTION PROJECT MANAGEMENT	August 15, 2021

**PROFESSIONAL EXAMINATION TAKEN****Civil Engineering Board Exam**

Taken in Cebu City  
On November 19-20, 2022  
PASSED

**REFERENCES****Kem Cristina Bailes**

Billing Officer / 3Dcomm Engineering & Construction  
Mobile No. : 0995 960 2360  
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**Engr. Kareen Grace Piñaranda**

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**Shinah Jane Labrador**

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