



RAYMART PIMENTEL BAYO

VIRTUAL ASSISTANT

Baguio City, Benguet, Philippines

+63 905 7250 560

rbayo.vra@gmail.com

EXPERIENCE

Project Development Officer II

DSWD CAR| August 2024 -- June 2025

- Supervises/ Monitors on-going infrastructure projects and ensure that the projects are on track. Inspects the materials delivered on site and approves the work/activity compliance with the approved plans and specifications.
- Acts as a point person regarding technical matters concerning technical matters/ specifications for quotation as needed.

Project Development Officer I

DSWD CAR| August 2023 -- August 2024

- Regular visit during construction period to closely monitor the progress of the construction if the contractors are on track with their construction schedule. Assist/ supervise BGMS staff for maintenance works as needed.
- Coordinate with the service provider/contractor regarding the supporting documents and facilitate the progress billing.

Technical Facilitator

DSWD CAR| September 2022 -- December 2022

- Provide technical advice in the selection of the appropriate technology and render assistance in the conduct of site validation in response to the identified prioritized community problems

EDUCATION

Bachelor of Science in Civil Engineering

Saint Louis University | 2017

SKILLS

KW Command

Qualia

Transaction Coordination

Document management

Experience with MLS input

DocuSign, Dotloop

Social Media Management

Graphic Design

Calendar and Email

Management

Civil Engineering Foundation

Land Surveying Knowledge

Attention to detail &

document accuracy

REFERENCE

Glyxter N. Rudio

Administrative Officer - Department
of Social Welfare and Development

gnrudio@dswd.gov.ph

+63 905 150 4599

EXPERIENCE

- Conduct environmental and social safeguards screening and identify possible geo-hazards the municipality maybe prone to, and assist community volunteers in preparing the environmental management plan
- Conduct the pre-implementation conference at the community before the actual start of construction activities, reviewing the implementation plan, task assignments, work scheduling, LCC commitments delivery, and the construction forms and reports required during construction period.
- Provide technical advice and/or conduct review of engineering plans, detailed cost estimates and program of works for proposed community sub-projects in adherence to Project technical guidelines and policies

Site Engineer

RHOB Construction and Engineering Services|
December 2019 -- February 2022

- Administered contractor's work and ensure compliance with submitted contract documents.
- Liaised meetings for the contractor for various government projects
- Monitored and supervised progress of construction projects

Assistant Civil Engineer

Valdez Surveying and Realty Services|
May 2018 -- February 2019

- Prepared sketches and notes and perform electronic data collection.
- Coordinated field staff and process field data.
- Verified the accuracy of survey data, including measurements and calculations conducted at survey sites.
- Calculated areas of land parcels and easements using mathematics and computer software. AutoCad and Civil3D
- Researched previous survey evidence, including maps, deeds, physical evidence, and other records to obtain data needed for surveys.
- Prepared site surveying documents and present findings to clients