

RHINA MAE DICHOS

Senior Quantity Surveyor | Project Coordinator | Licensed Civil Engineer

Cebu City, Philippines | +63 962-327-9792 | namaedichos@gmail.com

LinkedIn: linkedin.com/in/rhinamaedichos | Website: rdichos-pro.github.io

PROFESSIONAL SUMMARY

Licensed Civil Engineer and Senior QS with 10+ years leading high-rise developments valued at Php 900M+. ROBIN Award winner recognized for leveraging Excel automation to reduce estimation time by 40% and improve accuracy by 25%. Specialist in cost optimization and asynchronous project controls for distributed international teams.

CORE TECHNICAL SKILLS

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|-------------------|--|
| Data & Analytics: | Excel Power Query & Pivot, SQL, Dashboard Development, Financial Modeling, Predictive Analytics |
| QS & Estimation: | Material Take-off, Cost Control, Budget Optimization, Value Engineering, Progress Claims, Risk Analysis |
| Software & Tools: | Planswift, AutoCAD, SketchUp, MS Office Suite (Advanced), Notion, Cloud Collaboration Platforms, Acumatica |
| Project Controls: | Contract Administration, Variation Management, Vendor Evaluation, BOQ Preparation |
| Leadership: | Team Mentorship (3+ QS), Stakeholder Communication, Technical Training, Cross-functional Collaboration |

PROFESSIONAL EXPERIENCE

Senior Quantity Surveyor (Promotion) | King Properties, Cebu City

May 2025 - Present / Previously: *Quantity Surveyor (Nov 2022 - Apr 2025)*

- Led team of 3+ quantity surveyors and cost planners, **improving forecast accuracy by 25%** on material and cost estimates across high-rise commercial, residential, and mixed-use developments valued at **Php 900M+**
- Engineered proprietary Financial Cost Dashboard automating real-time tracking of Variation Orders (VO) and Owner Supplied Materials (OSM), reducing reporting time **from 8 hours to 1 hour** weekly
- Designed data-driven Contractor Evaluation System using weighted scoring algorithms, standardizing vendor selection across 50+ contractors and ensuring licensing and safety standard compliance
- Executed comprehensive quantity take-offs and plan reviews, identifying design discrepancies that prevented cost overruns averaging **10%** per project
- Drove value engineering initiatives achieving **15% average cost savings** through material analysis, contract negotiation, and strategic vendor partnerships
- Administered complex construction contracts, managing variations, progress claims, and dispute resolution to protect company cash flow and minimize financial risk
- Modernized project tracking by migrating from static spreadsheets to cloud-based Notion system, enabling real-time collaboration for distributed stakeholders and improving tender schedule accuracy by **30%**

Technical Facilitator | DSWD Field Office VII, Cebu City

Jan 2019 - May 2022

- Delivered architectural and engineering design support for 15+ government-funded community infrastructure projects, ensuring compliance with national building standards
- Supervised diverse municipal projects simultaneously across multiple locations, guaranteeing adherence to technical guidelines and financial protocols
- Audited and validated contractor billings and cost documentation, ensuring fiscal transparency and accountability for government funds
- Led training sessions on project management best practices for 50+ local government unit personnel and volunteers, enhancing community project execution capabilities

Engineer II | Cebu South Medical Center, Talisay City

Jan 2017 - Dec 2018

- Prepared detailed Bill of Quantities (BOQs), cost estimates, and construction timelines for critical hospital expansion initiatives
- Monitored construction progress against schedule and budget, proactively identifying and reporting potential delays or financial issues
- Collaborated with clinical and administrative departments to refine design layouts, ensuring compliance with health/safety standards and operational requirements

EDUCATION & CERTIFICATIONS

- Philippine Institute of Certified Quantity Surveyor (PICQS) - Technical Member | P3T Structured Training Part 1
- Civil Engineer Licensure Examination - Board Passer (Score: 84.05) | 2015
- BS in Civil Engineering - Cebu Institute of Technology University | 2015

AWARDS & RECOGNITION

ROBIN Award of Innovation - King Properties (2024)

Recognized for leveraging Advanced Excel and Power Query to create automated estimation templates, reducing processing time by 40% and improving accuracy by 25% across all projects