

**JEAN PAUL M. BRINGAS**  
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## **PROFESSIONAL SUMMARY**

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Results-driven Project Engineer with over 20 years of diverse experience spanning civil engineering, construction management, and healthcare. Proven track record of successfully overseeing projects from conception to completion in a fast-paced environment. Adept at handling heavy loads, managing tight deadlines, and thriving in physically demanding conditions. Demonstrated ability to excel in repetitive tasks while standing for extended periods. Known for working efficiently under pressure with keen attention to detail.

In addition to my engineering expertise, I bring valuable experience as an Owner/General Manager of a restaurant, where I honed skills in staff supervision, payroll management, and ensuring adherence to labor laws. As a Licensed Vocational Nurse, I have a solid foundation in healthcare, handling responsibilities such as medication and treatment nursing, ensuring compliance with regulations, and facilitating smooth operations in rehabilitation centers and home health care services. These diverse roles showcase my adaptability, reliability, and efficient interpersonal skills. Holds a Civil Engineer license with a strong educational background and relevant certifications in construction safety and project management, showcasing a commitment to professional growth and staying updated on industry best practices.

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## **PROFESSIONAL EXPERIENCE**

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**Project Engineer** *June 2017 – Present*  
Franciso H. Dorico  
FHD Construction and Supply, Butuan City, Philippines

- Responsible in project coordination and management, ensuring adherence to project timelines, budgets, and quality standards.
- Responsible for the acquisition and overseeing construction materials, equipment and subcontractor services.
- Monitor project progress, identify potential construction related issues including safety issues, and create solutions to ensure timely project completion.
- Assist in the preparation of project cost estimates and cash flow projections.
- Manage construction records including progress reports, daily logs and change orders.
- Provide instructions and guidance to field workers regarding construction procedures and materials handling, including hazardous materials, to ensure a secure work environment.

- Conduct regular site inspections to monitor construction progress, quality, and adherence to codes and regulations.
- Conduct regular meetings with construction workers and subcontractors to resolve any issues or challenges and to ensure that the project is completed on time.
- Handle payroll efficiently, including collecting and verifying construction workers' timesheets and calculating wages.
- Maintain a clean and organized construction site at all times to prevent accidents, implementing waste management protocols, overseeing debris removal, and prioritizing worker safety and professionalism.

**Owner / General Manager**

*April 2016 – May 2017*

Lutong Bahay Ni Mama Luz (Restaurant), Libertad, Butuan City, Philippines

- Supervised staff, ensuring that roles and duties were followed.
- Effectively managed staff payroll, ensuring accurate wage computation based on hours worked.
- Ensured strict adherence to labor laws and regulations governing wages and payroll deductions.
- Monitored employee performance, provided constructive feedback, and executed remedial actions as needed.
- Maintained detailed records of employee hours, earnings, and payroll information.
- Maintained and monitored expense and operational budgets and costs.
- Approved daily menus to ensure consistency and food quality.
- Provided accurate inventory records by communicating with kitchen staff and other personnel to ensure effective stock monitoring and management.
- Reconciled daily sales and deposited proceeds in the bank.
- Ensured that staff provided great customer service while also establishing a friendly and sanitary restaurant atmosphere that complied with health and safety standards.

**Licensed Vocational Nurse**

*May 2013 – March 2016*

*Medication Nurse / Treatment Nurse*

Guardian Rehabilitation Center, Los Angeles, CA 90036

**Medication Nurse Responsibilities**

- Executed daily licensed nursing functions meticulously, adhering to both state and federal regulations as well as facility policies and procedures.
- Collaborated with various facility departments to coordinate resident care services, ensuring the continuity of care for residents.
- Managed medical forms, reports, evaluations, studies, and charting as required.
- Facilitated resident admissions, transfers, and discharges.
- Completed incident/accident reports and conducted necessary investigations.

- Ensured accurate routine charting duties were completed in line with facility protocols.
- Handled telephone orders from physicians, processed them as per facility procedures, and updated care plans and care delivery flow sheets accordingly.
- Notified attending physicians promptly in the event of a resident being involved in an incident or accident.

#### Treatment Nurse Responsibilities

- Conducted comprehensive assessments of residents' skin conditions, including complete body assessments upon admission, re-admission, or return from leave.
- Initiated skin and wound progress reports upon identifying skin problems and pressure ulcers.
- Promptly notified attending physicians of any identified skin conditions and initiated prescribed treatments.
- Ensured that all skin conditions had corresponding treatment orders and documented all sites of skin problems on nursing assessment forms upon admission.
- Photographed residents with skin problems and stage 2, 3, and 4 pressure ulcers.
- Conducted weekly skin assessments on all residents and submitted findings to the appropriate healthcare professionals.

#### Licensed Vocational Nurse - Visiting Nurse

*April 2013 – May 2014*

Mother Theresa's Home Health Care Services, Inc., Burbank, CA 91505

- Monitored vital signs, observed changes in patients' conditions, and promptly reported any abnormalities to supervising nurses or healthcare providers.
- Administered prescribed medications and treatments with precision, ensuring the correct dosage and route.
- Educated patients and their families on medication instructions and potential side effects.
- Provided wound care and changed dressings as per healthcare provider orders.
- Maintained accurate and up-to-date patient records, including vital signs, treatments, and any changes in condition.
- Documented medication administration and followed organizational charting protocols.
- Assisted patients with mobility and transfer activities, including the use of assistive devices such as wheelchairs or walkers.
- Communicated regularly with the RN Case Manager and physicians regarding changes in patients' conditions and needs.
- Facilitated the efficient implementation of fall prevention measures.

**Licensed Vocational Nurse**  
*Medication Nurse / Treatment Nurse*  
Brier Oak on Sunset, Los Angeles, CA 90027

*January 30, 2012 – March 2013*

#### Medication Nurse Responsibilities

- Executed daily licensed nursing functions meticulously, adhering to both state and federal regulations as well as facility policies and procedures.
- Collaborated with various facility departments to coordinate resident care services, ensuring the continuity of care for residents.
- Managed medical forms, reports, evaluations, studies, and charting as required.
- Facilitated resident admissions, transfers, and discharges.
- Completed incident/accident reports and conducted necessary investigations.
- Ensured accurate routine charting duties were completed in line with facility protocols.
- Handled telephone orders from physicians, processed them as per facility procedures, and updated care plans and care delivery flow sheets accordingly.
- Notified attending physicians promptly in the event of a resident being involved in an incident or accident.

#### Treatment Nurse Responsibilities

- Conducted comprehensive assessments of residents' skin conditions, including complete body assessments upon admission, re-admission, or return from leave.
- Initiated skin and wound progress reports upon identifying skin problems and pressure ulcers.
- Promptly notified attending physicians of any identified skin conditions and initiated prescribed treatments.
- Ensured that all skin conditions had corresponding treatment orders and documented all sites of skin problems on nursing assessment forms upon admission.
- Photographed residents with skin problems and stage 2, 3, and 4 pressure ulcers.
- Conducted weekly skin assessments on all residents and submitted findings to the appropriate healthcare professionals.

**Assistant Store Manager**  
Erewhon Natural Foods Market, Los Angeles, CA 90036

*July 2011 – January 12, 2012*

- Worked with the store manager to oversee and coordinate various areas of retail operations, such as sales, customer service, inventory management, and employee supervision.
- Acted as the point of contact, making decisions and addressing situations as needed in the absence of the store manager.

- Assisted in the implementation of store policies, processes, and guidelines to guarantee the efficient and effective functioning of the business.
- Guided and directed store staff to ensure they knew their duties and responsibilities.
- Assisted in the recruitment, employment, and training of new employees.
- Conducted performance evaluations and provided feedbacks.
- Assist in the monitoring of the store's sales performance and the implementation of initiatives to meet sales targets.
- Oversaw customer service standards, ensured great service and resolved any customer issues or complaints.
- Identified problems and implemented solutions to improve customer satisfaction and customer experience.
- Assisted in inventory management, including receiving, stocking, and sorting products.
- Conducted quarterly inventory counts and worked with the store manager and department heads to replenish and order merchandise.
- Collaborated with the store manager and the Department Heads to ensure correct merchandising and product presentation to increase sales and create an appealing shopping experience.
- Assisted in the monitoring and management of retail expenses such as payroll, operating costs, and shrinkage.

**Office Manager**

*April 2010 – July 2011*

Erewhon Natural Foods Market, Los Angeles, CA 90036

- Supervised office staff and ensured they followed their work responsibilities.
- Used Multi Ledger software and Excel to prepare monthly sales reports and journals.
- Calculated and processed employee wages, bonuses, and deductions precisely based on employee timesheets.
- Ensured that employee paychecks and direct deposits were distributed on time and without error.
- Conducted a department spending versus sales analysis to give department heads insights for improvement.
- Reconciled bank deposits and sales transactions to ensure accurate financial records.
- Managed monthly sales tax payments to ensure tax requirements were followed.
- Organized store events aimed to generating more store sales and engaging customers.
- Performed duties associated with human resources such as employee relations and related tasks.
- Oversaw accounts payable operations to ensure timely vendor payments and good record-keeping.
- Assisted the Maintenance Manager in overseeing store repairs and acted as the maintenance department head supervisor.

- Conducted employee training sessions to improve skills and knowledge.
- Scheduled and carried out quarterly inventory audits.
- Prepared detailed quarterly inventory reports.
- Prepared income reports for the store on a weekly, quarterly, and annual basis.
- Handled the ordering of change from the bank to facilitate smooth cashier operations.
- Assisted in troubleshooting and resolving issues with cash registers and computer systems.
- Responsible for the scheduling of vendor invoice payments.

**Assistant Office Manager / Accounts Payable**

2005-2010

Erewhon Natural Foods Market, Los Angeles, CA 90036

2005-2010

- Collaborated with the office manager in preparing monthly sales reports and journals using accounting software.
- Managed storewide signage to ensure effective communication with customers.
- Maintained and updated the company website to provide accurate and up-to-date information to visitors.
- Handled the ordering of change from the bank to facilitate smooth cashier operations.
- Assisted in troubleshooting and resolving issues with cash registers and computer systems.
- Processed invoices and created checks using Multi Ledger accounting software, ensuring timely and accurate payments.
- Received and executed responsibilities delegated by the office manager.
- Supervised and guided all cashiers in their regular tasks.
- Undertook all duties and responsibilities associated with the role of an administrative assistant.

**Administrative Assistant**

2004-2005

Erewhon Natural Foods Market, Los Angeles, CA 90036

- Responsible for handling incoming and outgoing messages, including emails, phone calls, and letters.
- Responsible for organizing contact lists, calendars, and scheduled appointments or meetings.
- Managed and organized documents, contracts, and records, ensuring proper storage.
- Assisted the office manager in the preparation of presentations and reports.
- Monitored and maintained inventory of office supplies, placing orders as needed.
- Ensured the availability and functionality of the necessary office equipment and coordinated with outside technicians for repairs or maintenance as needed.
- Tracked and reconciled expenses related to office supplies and equipment.

- Assisted department managers with administrative tasks, including data entry and preparing reports.

**Deli Clerk (Part Time)**

2003-2004

Erewhon Natural Foods Market, Los Angeles, CA 90036

- Provided friendly and helpful customer service by greeting and assisting customers.
- Took customer orders for deli items and sliced, weighed, and packaged meats and cheeses.
- Prepared and assembled sandwiches, salads, and other deli products following food safety standards.
- Maintained knowledge of deli products to offer recommendations and information to customers.
- Ensured cleanliness and sanitation of the deli counter, equipment, and work areas, including washing dishes.
- Received, inspected, and stored incoming deli products, monitoring inventory levels.
- Labeled deli items with prices and descriptions, arranged attractive displays.
- Adhered to food safety regulations and followed health and safety protocols.
- Operated the cash register, handling customer payments and providing change and receipts.
- Collaborated with deli staff and other team members for smooth operations.
- Addressed customer complaints or concerns professionally and efficiently.
- Promoted special offers, discounts, and new products to enhance customer experience.

**Cashier (Opener)**

2003-2004

Ralph's Grocery, Los Angeles, CA 90048

2003-2004

- Arrived early to unlock and set up the cashier station.
- Ensured cash registers were stocked with change and in working order.
- Verified the accuracy of the starting cash drawer amount.
- Greeted customers in a friendly and professional manner.
- Processed transactions accurately and efficiently.
- Provided assistance and information to customers.
- Resolved customer inquiries or issues promptly.
- Handled cash, credit, and debit transactions accurately.
- Counted and reconciled cash drawer at the beginning of the shift.
- Maintained accurate records of transactions and receipts.
- Stayed informed about promotions, discounts, and product information.
- Assisted customers with product inquiries and provided recommendations.
- Monitored and reported any suspicious activities.
- Followed security procedures to prevent theft or fraud.

- Adhered to company policies related to cash handling and security.
- Kept the cashier area clean and organized.
- Ensured checkout lanes were free of clutter.
- Arranged promotional materials or displays as instructed.
- Scanned and input product codes accurately.
- Processed returns and exchanges according to company policies.

**Night Auditor / Front Desk Representative**

Fairfield Inn Hotel, Greeley, CO 80631

*September 2002 – July 2003*

*September 2002 – July 2003*

- Assumed managerial responsibilities during the night shift, overseeing hotel operations and addressing any guest concerns or emergencies.
- Made decisions and implemented appropriate actions to ensure the smooth functioning of the hotel during nighttime hours.
- Generated and prepared check-out bills for guests departing the hotel the following day.
- Verified charges, applied appropriate discounts or promotions, and ensured the accuracy of billing details.
- Effectively communicated billing information to guests and addressed any inquiries or discrepancies.
- Calculated hotel sales.
- Efficiently checked-in guests arriving during the night shift, following hotel procedures and protocols.
- Verified guest reservations, processed necessary documentation, and provided information about hotel services and amenities.
- Assisted guests with their luggage and ensured a smooth and pleasant check-in experience.
- Set up and prepared the breakfast area early in the morning, ensuring that it is clean, organized, and well-stocked with food and beverages.
- Maintained the breakfast buffet, replenishing items as needed and maintaining cleanliness and hygiene standards.
- Conducted regular inspections of public areas, ensuring cleanliness, tidiness, and adherence to established standards.
- Addressed any cleanliness issues in the hotel promptly and took appropriate action to resolve them.
- Collaborated with housekeeping and maintenance staff to maintain a clean and inviting environment throughout the hotel.

**Infrastructure Division Assistant**  
National Economic and Development Authority (NEDA) CARAGA Region Office  
Butuan City, Philippines

November 1999 - March 2001

- Assisted the Division chief in inspecting and monitoring the actual work progress percentage of regional and local infrastructure projects.
- Documented the actual work progress percentage of regional and local infrastructure projects and reported to the Regional Director
- Responsible for the preparation of meetings and seminars presentation materials.
- Assisted in the documentation of meetings and seminars.
- Responsible for handling incoming and outgoing messages, including emails, phone calls, and letters.
- Responsible for organizing contact lists, calendars, and scheduled appointments or meetings.

**Project Manager** 1998-2002  
Bros Construction and Supply, Butuan City, Philippines

- Personal assistant to the construction firm proprietor.
- Oversaw the work of construction foremen and provided guidance and direction to ensure projects were completed efficiently and on schedule.
- Monitored construction progress, addressing any issues or obstacles that may arise during the project.
- Collaborated with the construction team to develop strategies for optimizing productivity and ensuring quality workmanship.
- Estimated the materials and manpower needs for each project, ensuring adequate resources were allocated for successful project completion.
- Oversaw the payroll process, ensuring accurate and timely payment of construction workers and staff.
- Verified timesheets, calculated wages, and processed payroll in compliance with labor laws and company policies.
- Responsible for the purchase of a variety of damaged heavy equipment parts for replacement.
- Identified suppliers, obtained quotes, and negotiated pricing and terms of construction materials and subcontractor services.

## **EDUCATION**

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**Vocational Nursing** June 30, 2009-January 30, 2011  
Preferred College of Nursing – Los Angeles Campus, Los Angeles, CA 90010  
June 30, 2009-January 30, 2011

**Bachelor of Science in Civil Engineering** 1993-1998  
Mapua Institute of Technology, Manila, Philippines

**High School Diploma** 1989-1993  
Urios College High School, Butuan City, Philippines

**Elementary Diploma** 1983-1989  
Urios College Grade School, Butuan City, Philippines

## LICENSES

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Civil Engineer License – Philippines  
Vocational Nurse License – California, USA  
Steam Boiler Engineer 500HP License – California, USA

## CERTIFICATES

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- **Bluebeam Revo Workshop: Quantity Estimation & Take-off for Construction** – MST Connect Educational Consultancy  
June 16, 2024
- **Manual Construction Building Estimate with aid of Microsoft Excel & AutoCAD** – MST Connect Educational Consultancy  
June 10 -14, 2024
- **Schedule Management w/ PERT & CPM Workshop: Mastering Scheduling Techniques and Boost Your Project Productivity** – MST Connect Educational Consultancy  
May 31, 2024
- **Construction Project Management 101: Latest Trends and Best Practices for Managing Projects in 2024** – MST Connect Educational Consultancy  
May 5, 2024
- **Basic Life Support: CPR, Automated External Defibrillation, First Aid** – National CPR Foundation  
April 11, 2024
- **Crack Analysis, Repair & Control in Mass Concrete Structures** - Upswing Learning Center  
July 11, 2023
- **Project Planning & Management in Construction Industry**  
Upswing Learning Center  
June 15, 2023

- **Settlement and Stability Analysis of Foundations Structures**  
Upswing Learning Center  
May 16, 2023
- **Soil Exploration and Analysis for Engineering Design Utilization**  
Upswing Learning Center  
May 9, 2023
- **Authorized Managing Officer's (AMO's) Orientation**  
Davao Constructors Association Center, Inc.  
May 16-17, 2019
- **Construction Occupational Safety and Health (COSH) Training**  
J3 Safety Solutions Co.  
April 3-6, 2017
- **Principles of Teaching Adult Learners: A Self Learning Module**  
Glendale Career College  
March 20, 2015
- **Intravenous Therapy and Blood Withdrawal Course**  
August 2-6, 2011

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