

LLAMAS, Lois Jairam B.

Registered Civil Engineer
PRC ID: 0220228

Santa Maria, Bulacan
+63 918 658 1985
lsjairam@gmail.com
[linkedin.com/in/lsjairam](https://www.linkedin.com/in/lsjairam)

A Civil Engineer with experience in document control, cost control, materials quality assurance, technical documentation, project coordination, and evaluations of subcontractors using Microsoft Office Suite, AutoCAD, and Planswift. Prepares presentations, data, and cost monitoring.

Hard Skills: MS Excel, MS Project, AutoCAD, Planswift, Document Management System, Scheduling, and Cost Tracking

Work History

June 2025 – Present **Total Safe Development Construction, Inc.**
Document Controller Engineer

Manage and systemize construction documentations such as RFIs, RFAs, submittals, billings, and drawing revisions ensuring traceability and accessibility. Conduct coordination with suppliers, handle delivery scheduling and tracking ensuring they align with the project schedule. Reduce project cost through thorough evaluation of multiple suppliers and providers. Serve as a coordination point between project stakeholders to ensure timely communication and resolution of document-related concerns. Reviews plans and revisions to identify inconsistencies to mitigate potential construction conflicts.

June 2022 – August 2022 **Department of Works and Public Highways – Bulacan 2nd District Engineering Office**
Civil Engineer Intern

Document site progress, site investigations, and surveying. Assists Planning Engineers with AutoCAD land plotting and construction bidding documents. Archiving of construction reports.

Education and Organization History

B.S. in Civil Engineering | Bulacan State University – College of Engineering |
2019 – 2024

Bulacan State University Debate Society | Organization Committee Member (2022 to 2023) | Promotions Department |

- Promote and coordinate marketing materials for 3 Debate Championship events.
- Utilize creative toolkits such as Adobe Photoshop, Premiere Pro, and Canva for publishing and advertising.

Licenses and Certifications

Civil Engineer | Issuance Date: June 20, 2025 | PRC ID: 0220228 | Professional Regulation Commission

Construction Occupational Safety and Hazard Officer II | Issuance Date: July 2, 2023 | BESO Safety Training & Consultancy Services

Integrated Quantity Takeoff and Project Scheduling using Planswift and Microsoft Project Professional | Certificate No.: 2026-PSMSP-W2C-012 | XStructures Engineering Consultants

Non-Professional Driver's License | Valid Until: October 20, 2026 | Land Transportation Office

Project Involvement

A Proposed 2-Unit 3-Storey Dormitory Building – *Tai-Group Realty and Development Corp. (KOTEN Enterprise)*

Location: Brgy. Tambubong, San Rafael, Bulacan

Management: ELS Consultancy and Management Inc.

Contractor: Total Safe Development Construction Inc.

Role: Document Controller Engineer

Construction Date: September 15, 2025 – November 15, 2026

A Proposed 2-Storey Warehouse Building – *Riken Motors Sales*

Location: Lot E13-E17, Jolly Industrial Park, Plaridel, Bulacan

Management: Total Safe Development Construction Inc.

Contractor: Total Safe Development Construction Inc.

Role: Document Controller Engineer

Construction Date: August 15, 2025 – April 15, 2027