

JanVince Joshua Vicente, RCE

+63 910 332 8990 · janvince.vicente@gmail.com · Philippines (Open to Remote / US Time Zones)
LinkedIn: www.linkedin.com/in/janvince-joshua-vicente-030809190

Construction Project Coordinator | Estimating & Project Administration

Licensed Civil Engineer with hands-on experience supporting project managers through estimating, project coordination, RFIs, submittals, procurement support, and progress tracking. Strong understanding of construction workflows including bidding, scheduling, documentation control, and billing support. Experienced working with US-based teams in CRM-driven environments and highly adaptable to Procore and Contractor Foreman. Detail-oriented, reliable, and remote-ready.

Key Competencies

- Project Coordination
- RFIs & Submittals/BOQ Preparation
- Quantity Takeoffs
- Cost Estimating
- Construction Administration Cost Variance Analysis
- Vendor & Subcontractor Coordination
- Material Procurement Support
- Scheduling & Progress Tracking
- CRM & Database Management
- Excel Reporting
- Remote Collaboration (US Clients)

Professional Experience

China Energy Engineering Group JSPDI CO., LTD

Feb. 2024-Present

Project Engineer (Construction Management)

- Support project managers with day-to-day administrative and coordination tasks across multiple active construction projects.
- Track project schedules, deliverables, and required documentation to ensure on-time completion and compliance.
- Prepare, process, and track RFIs and submittals, ensuring accuracy and timely submission.
- Maintain organized digital records of drawings, reports, submittals, and project correspondence.
- Assist with quantity takeoffs, cost estimates, and pricing of materials and equipment for bids and ongoing work.
- Support material procurement by reviewing vendor quotes, preparing purchase orders, and tracking deliveries.
- Coordinate with suppliers and subcontractors to confirm pricing, lead times, and order status.
- Prepare weekly and monthly progress reports using Excel for management review.

AZOVA Health, Inc. (US-Based Company)

Feb. 2021-Jul. 2023

Bilingual Customer Support Representative/Lab Escalation Specialist

- Managed high-volume workflows within CRM systems, maintaining data accuracy and complete documentation.
- Served as a communication hub between internal teams and US-based partners, ensuring timely follow-ups.
- Tracked cases, documentation, and deliverables while meeting strict deadlines and compliance requirements.
- Prepared reports and updates to support management decision-making.

The Church of Jesus Christ of Latter-Day Saints

Jul. 2020 - Jan 2022

Finance and Records Secretary

- Verified financial records, supporting accurate cost tracking and reporting
- Reviewed documentation and approvals to ensure compliance with organizational and audit standards
- Maintained organized records to support timely reporting and management review

The Church of Jesus Christ of Latter-Day Saints

Sept. 2018–May 2019

Visas and Travels Secretary

- Managed scheduling, documentation, and coordination for 180+ personnel, demonstrating strong organizational and tracking skills
- Coordinated logistics with international teams, ensuring accuracy, compliance, and on-time execution

Tools and Software

- Quantity Take-Off & Design: AutoCAD, SketchUp, Bluebeam
- Project & Scheduling: MS Project
- Spreadsheets & Reporting: Microsoft Excel (Advanced), Microsoft Office
- Collaboration: Google Workspace

Education and Licensure

Bachelor of Science in Civil Engineering

Major: Structural Engineering
Mindanao State University - General Santos

Civil Engineers Licensure Examination

Board of Civil Engineering- Professional Regulation Commission of the Philippines