**JAY-AR TOLENTINO LUMUCSO**

**OBJECTIVE:**

To have an experience where I can use my skills and hardworking ability, to benefit my employer and be of service to others.

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**SUMMARY OF SKILLS**

* Computer Literate
* Microsoft Office
* Microsoft Excel
* Knowledge in Drafting, AUTOCAD, REVIT 2009.
* Possible of making Scale Models.
* Understand House Plans for better design output.
* Handled and properly manage huge volume of manpower on site.
* Evaluate billings and project progress
* Generating effective construction scheduling.
* Materials and schedule monitoring.
* Making a various of materials estimates.
* Have own initiative on works.

**EDUCATIONAL ATTAINMENT**

**TERTIARY** Adamson University –Manila

 Bachelor of Science in Architecture

S.Y (2008 – 2013)

De La Salle University – Dasmariñas

Bachelor of Science in Architecture

S.Y (2005 – 2008)

**ON THE JOB TRAINING**

**DESIGN COORDINATES INC.**

ITC Senator Gil Puyat Ave, Makati City 1200

June 2012 – September 2012

**WORKING EXPERIENCE**

**MDC Build Plus**

**Position: *Field Architect***

Taguig City, Philippines

November 2015 – July 2016

* I do the preparation of all documents such as schedule of works, deliveries, quantity estimate, transmittals, daily accomplishments, materials monitoring and updates plan for revision to comply with the deadline schedule of the project.
* I implement the architectural work to the laborers and monitor while they doing it to have a better outcome.
* I also do Checking of all materials delivered on site to ensure that they are within the required specifications.
* I attended joins inspections with the client and the developer to check for any punch list to be done.
* I Prepared report regarding accomplishments and work status of the architectural work to give it to my superior for him to know the status of the project.
* I monitor the accomplishments concerning punch list and as-built to ensure compliance to the given instructions and requirements.
* I prepared all documents needed for punch list and as-built upon proceeding of join inspection.
* I prepare submittals, shop drawings, requests for information for consultant’s approval so we will execute the project correctly.
* Evaluate sub-contractors billing if it is correct so the company will not sink.
* I handle all architectural works of sub-contractors until turnover and final acceptance of the client.
* **MONOLITH CONSTRUCTION & DEV’T CORP.**

**Position: *Site Architect – Cad Operator***

85 Scout Limbaga St., Tomas Morato Quezon City, Philippines

August 2014 – October 2015

* I prepared change order plans and cost estimates to claim the additional cost to the developer, and to benefit my employer.
* I prepared as-built plan using CAD to submit the required or to reflect the construction changes of the project when it’s done.
* I am taking progress photos of the project and does our weekly and monthly presentation report to the client.
* I do negotiation to a certain suppliers to get quality materials within the given budget.
* I prepared Request for Approval and Request for Information in the drawings that are not reflected clearly so we can execute it correctly within the given time.
* I am always making sure to attend tool box and coordination meeting to become aware on the possible accident that may occur in the site.
* I also do separate monthly progress report to be submitted in our main office so we can collect right amount that we needed to prevent construction delay.
* **DESIGN COORDINATES INC.**

**Position: *Technical Assistant - Architect***

ITC Senator Gil Puyat Ave, Makati City 1200, Philippines

January 2014 – August 2014

* I prepared bid documents and contact and disseminate to various bidders/suppliers so they can able to join in the bidding.
* I attended construction and design meeting coordinates to assist our project manager to identify one by one conflict of each every plans such as; Mechanical Plan, Electrical Plan, Plumbing and Sanitary Plan Architectural Plan and Structural Plan.
* I also do material estimates to be guide on the billing of our contractors.
* I checked/review Contractor submitted materials specification upon installation of certain materials if it is followed in the plan/specification.
* I do prepared daily, weekly and monthly progress report of the project to be submitted to the client and to our main office so they can monitor if the project is on time.
* I’m doing the role of safety officer once a month since I do finish the COSH training.
* I have to understand and review the design plans, particularly in Architectural Plans so I can be able to monitor the actual site condition of the site.
* **Job Seeker First Name / CV No: 1818510**
* [Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)
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