

MR. ALDRIN

 Applicant

**E-mail** : aldrin.319394@2freemail.com

**Position applied** : **AutoCAD Operator/Draftsman**

**Visa Status** : Visit Visa

**CAREER OBJECTIVE**

To pursue a challenging career as CAD Draftsman in designing and construction field and enhance my capabilities to high esteem with a reputed Architectural and Engineering firm.

**EDUCATIONAL ATTAINMENT**

**College**  **TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES (CY-1996-2000)**

Bachelor of Science in Architecture

**Trainings** **POWER SKILLS TECHNICAL CENTER OF CAVITE**

 Basic AutoCAD (64Hr)

 With National Certificate

 **FILIPINO INSTITUTE, SITES POWER TRAINING CENTER. Dubai**

AutoCAD Structural Detailing (First Honor Award)

**TECHNICAL PROFICIENCY**

* Property & Project Management
* AutoCAD release 2009, 2010 and 2016
* AutoCAD 3D modeling and Rendering
* Architectural Design and Estimates
* Site Engineer and building Inspector and construction management
* Literate in computer software such as Microsoft office application such as (MS word, MS excel), PDF

 I am fast learner and have initiative willingness to learn and explore new ideas.

**WORK EXPERIENCE**

**Position: CAD Operator (Draftsman) May 2012 till June 2016**

 **Company : Labesig & Rocela Associates**

**Address :** Tagaytay City, Philippines

Project Handled **:** Proposed 2-Storey Residence w/ Attic

 Proposed 3-Storey Commercial and Residential Building

 With Roof Deck

 Proposed 2-Storey Residence with 2 Commercial Unit

 Proposed Several Bungalow Residence and Others

**Job Description:**

* Preparation of Architectural Building Plans, Sections Elevation, and Detail Drawings Doors and Windows Details/Schedules, Floor Finishes and Reflected Ceiling Plan.
* Responsible for Building CAD Drawings based on Information provided by Customers and Engineers.
* Assisting to do all revision drawings
* Received and Distribute all drawings via Internet and Hard copy
* Distribute all documents which we received onto internet and Hard copy as well.
* Used AutoCAD system to Prepare Engineering Blueprints
* Create Design and Working Detail Drawings
* Keep all Drawings and Documents for the near Future.
* Ensured Compliance with Company Standard Drawing Procedures in Blueprint Review

**Position : AutoCAD Drafter November 2008 to May 2012**

**Company : Arkitec2ra Design Group, Inc.**

Manila, Philippines

**Job Description:**

* Responsible for Building CAD Drawings based on Information provided by Customers and Engineers.
* Prepared Plans, Coordinated Engineering, Permitted Submittal Processing, Bided and Estimated.
* Provided Technical Expertise and Guidance in Preparation and Architecture of Efficient Datasets, Layouts, Work Statements, Drawings and Delivery Schedules.
* Coordinated with the entire drafting unit for increased productivity and efficiency towards attainment of target dates and deadlines.
* Assigned to manage and reformats all incoming/outgoing architectural background
* Coordinates Schematic drawings according to requirements
* Preparation of general arrangement structural drawings, detailed reinforcement drawings to suit architectural plans and sections.
* Preparing reinforced concrete schedules for the beams, slabs, walls, columns and footing etc.
* Engineering documentation of drawings and specifications.
* Provided CAD and Drafting Guidance to Junior Operators.

**Position : Head Data/Document Controller Nov. 2003 to Oct. 2008**

**Company : CALAPAR Services, INC.**

Silang, Cavite, Philippines

**Job Description**

* Encode, evaluate, and review documents pertaining to clerical works.
* Identified Errors from Gathered Data and Organized Information before Uploading to the Mainframe Database System.
* Sending Documents/Reports required by the affiliated Offices Daily, Monthly, Quarterly and Annually through Email.
* Checking emails and take some actions if necessary.
* Assist in preparing Accomplishment and Handled Report.
* Monitoring and Assuring Gathered Data are Accurate and Uploaded on Time.
* Giving Training to Users on Hardware and Software as well as Maintaining Records and Files.
* Receiving phone Calls (Outgoing and Incoming).

**PERSONAL DATA**

Name : Aldrin

Civil Status : Married

Height : 5’Ft 5”

Weight : 119 lbs

Sex : Male

Nationality : Filipino