

***KETHYLYN***

***KETHYLYN.331257@2freemail.com***

***Summary of Experience:***

More than 7 years cumulative experience in the field of Construction and Design Engineering namely:

* Nearly 2 years of experience in Structural Steel Detailing. (The Herrick Corp.)
* Nearly 2 years of experience in construction industry and architectural design which includes space planning, detailing, designing and harmonize it to clients’ requirement.
* Almost 4 years of experience as Administrative support to a construction firm.

***Professional Career:***

22 July 2015 – 02 December 2016; Structural Steel Detailer –SNC ENGINEERING PHILIPPINES

*Work Scope & Responsibilities:*

* Analyzed and interpreted structural and architectural design drawings in order to produce accurate and detailed shop and erection drawings using TEKLA Software.
* Prepare GA drawings, anchor bolt drawings and fabrication drawings as per client requirements.
* Managed and anticipate inherent and unforeseen issues for minimizing risks.
* Prepare filed work drawings using AutoCAD.
* Maintaining and edit shop drawing process according to the fabricators drawing standards.
* Reviewed shop drawings and other submittals.
* Insured proper coordination with the team.
* Managed daily work load production.

01 July 2014 – 31May 2015; Jr. Architect –KINGSON CONTRACTORS, PHILIPPINES

*Work Scope & Responsibilities:*

* Design and planning.
* Preparation of Architectural plans, elevations, section and detailed sheets.
* Prepared 3D perspective views using Sketch-Up.
* Monitor project undertakings.
* Conduct site supervision.
* Prepare As-Built plan.
* Attended meeting with clients for project approval.
* Researching product for value and efficiency.
* Preparation and administration of construction documents.

01 August 2010 – 01 June 2014; Administrative Assistant – KINGSON CONTRACTORS, PHILIPPINES

*Work Scope & Responsibilities:*

* Prepares all substantial bidding documents for government and private entities.
* Prepared Detailed Estimate as part of bidding financial document.
* Prepared Bidding Documents ahead of the scheduled date.
* Analyzed and scrutinized each and every bidding requirements of different government entity.
* Prepare progress billing reports on accomplished project with the aid of given data.
* Prepare and update Contractors License (PCAB) and its essential attachments.
* Updated other company’s business permit.
* Created and maintained computer- and paper based filing and system of records, reports and documents.
* Administer banking deposits, account registry and construction payroll.
* Trained new administrative personnel.
* Purchased and maintained office supply inventories adhering budgeting practices.
* Obtained signatures for financial documents.
* Created weekly and monthly reports presentation.
* Control documents.
* Source and collate employee’s data.
* Maintain complete employee database.

04 January 2010 – 30 July 2010; Architect’s Staff – P.L DESIGN & ASSOCIATES, PHILIPPINES

*Work Scope & Responsibilities:*

* Developed architectural drawings and renderings as per instruction directed by the supervising Architect.
* Drafted and detailed construction plans.
* Ensured that all government permits needed are in full compliance for project implementation.
* Prepare architectural As-built plans.
* Conduct project inspection and monitoring.
* Ensured that project completed, turn over to the client and met deadlines.
* Familiarize building codes and zoning
* Prepared all documents design blue prints, power tools list and manpower list.
* Prepare material requisition stock and manpower requirements.
* Conduct materials and equipment inventory.
* Organized drawing sets and other construction documents.

***Qualifications & Training:***

* Registered Architect, PRC Registration No. 33108– Philippines
* Knowledgeable in Microsoft Project, Sketch Up and Auto CAD design 3D

***Academic Degree:***

* Bachelor of Science in Architecture – March 2011 Bicol University College of Engineering– Legazpi City, Philippines
* Registered Architect PRC Reg. No 33108 Professional Regulation Commission – Manila, Philippines

***Personal Information:***

Nationality : Filipino

Date of Birth : 13 August1986

Status : Married