Maribel

[Maribel.361510@2freemail.com](mailto:Maribel.361510@2freemail.com)  

**Professional History:**

March 2013 - February 2014 Assistant Architect LBSP-Services

Bangko Sentral ng Pilipinas

Pasay City, Philippines

February 2012 - March 2013 Project Architect Multi Development Construction Corp.

Makati City, Philippines

November 2009 - February 2012 Technical Assistant Civil Aviation Authority of the Phil.

Pasay City, Philippines

December 2006 - November 2009 Design Officer Shoemart Inc. - (SMEDD)

Pasay City, Philippines

January 2006 - December 2006 Field Architect WERR International

Muntinlupa City, Philippines

**Qualification:**

1998 – 2003 Bachelor of Science in Architecture – Diploma

Bicol University, Legazpi City, Philippines

**Membership:**

Regular Member UAP, United Architects of the Philippines

**Areas of Expertise:**

* + Architectural Drawings
  + Providing Material and Technical Specification
  + Performing Site Works

**Computer Drafting Software:** AutoCad, REVIT, basic Sketchup, basic Photoshop

**Project Summary:**

**March 2013 – December 2013 Architect Assistant Bangko Sentral ng Pilipinas (BSP)**

**Project Involved:**

Project Name: Renovation of Executive Office

Client: Bangko Sentral ng Pilipinas (Main Building)

Project: Refurbishment of PICC Building

Client: Philippine International Convention Center

Page 1

**Responsibilities:**

* As Architect Assistant, responsible to provide revision/as-built plan and etailed architectural drawing for certain project.
* Assigned to provide basic technical specification on construction plan.
* Provide shop drawings to be implemented on the project.
* Perform monitoring on site works
* Attend coordination meeting with different Engineering discipline

**February 2012 – March 2013 Project Architect Multi Development**

**Construction Corporation ( MDCC)**

**Project Involved:**

Project Name: CLIPP Center

Client: Clipp Machenson Holdings Incorporated

Description: Medium Rise Building (Mixed Used)

**Responsibilities:**

* A year of employment on MDCC working as Project Architect allows me on extensive exposure in construction supervision and conducted day to day activities according to project schedule including construction materials and responsible of reviewing drawing as per site condition.
* Provide innovative solutions in construction related issues
* Attend and prepare report of progress of construction and schedule of works to the owner
* Responsible for purchase and evaluation of material according to the specification of plan.
* Attend weekly site meeting on different discipline.

**November 2009 – February 2012 Technical Assistant- Civil Aviation Authority of the Phil. Architect**

**Project Involved:**

Project Name: Improvement of Laoag International Airport Passenger Terminal Building

Client: Department Of Transportation and Communication

Description: Renovation of Passenger Terminal Building

Project Name: Refurbishment of Civil Aviation Training Center

Client: Civil Aviation Training Center

Description: Training Center

Project Name: Improvement of Tagbilaran Airport Passenger Terminal Building

Client: Department Of Transportation and Communication

Description: Development of Passenger Terminal Building

Project Name: Refurbishment of Director’s General Office

Client: Department Of Transportation and Communication

Description: Development of Office Interior Fit-Out

Page 2

Project Name: Re-layout of Aerodrome Engineering Department Office

Client: Department Of Transportation and Communication

Description: Development of Office Interior Fit-Out

**Responsibilities:**

* Years with CAAP as Technical Assistant- Architect with exposure on preparing Architectural drawing for Passenger Terminal building.
* Assigned to provide basic technical specification for drawing and construction plan.
* Assigned to prepare scope of works to be implemented in accordance to approved plans
* Responsible for evaluation and assessment of site condition.

**December 2006 – November 2009 Design Officer Shoemart Inc.**

**SM-Engineering Design and Devt.**

**Project Involved:**

Project Name: Mall Renovation of SM City Bacoor

Client: Shoe Mart

Description: Commercial Development

Project Name: Refurbishment of Mall Administration

Client: Shoe Mart

Description: Interior Fit –Out Of Office

**Responsibilities:**

* Years of employment on SM Engineering working as Design Officer allows me on extensive exposure preparing revision/as- built plan and shop drawings to be implemented on the project.
* Prepare budgetary estimate and breakdown of materials of the project.
* Assigned to provide basic technical specification for drawing and construction plan.
* Assigned to prepare scope of works to be implemented in accordance on approved plans
* Responsible for purchase and evaluation of material according to the specification of plan.
* Attend and prepare report of progress of construction and schedule of work to the management.

**January 2006 – December 2006 Site Architect WERR International**

**Project Involved:**

Project Name: Tagaytay Midland Condominium

Client: SM Prime Holdings

Description: Medium Rise Condominium Building

Project Name: San Juan de Letran Sports Complex

Client: San Juan de Letran College ( Calamba, Laguna )

Description: Construction of Sports Complex

Page 3

**Responsibilities:**

* Prepare shop drawings, as built drawing, supervised construction works and conducted day to day activities as per site condition.
* Attend and prepare monitoring report and schedule of work to the management.
* Attend site regular meeting with technical team involve in the project

**Professional Profile:**

**Architect Licensure Exam,** Board Passer

**Training/Seminar**

2003 Practicum/On-the-Job Training

Schema Konsult, Inc. - Philippines

2003 Advance Computer –Aided Drafting (3D) - Philippines

2001 Housing Seminar (National Housing Authority)- Philippines

2001 Product Seminar (Moldex)-Philippines

2001 Charter Chemical and Coating Corporation-Philippines

1999 Basic Photography- Philippines

**Career Objectives:**

To obtain a position with the company that will allow me to utilize my education and work experience for the benefit of the company as well as for personal growth and professional advancement. Obtain a respective career in the field of architecture with the utilization of professional expertise.

**Personal Information:**

Date of Birth : March 24, 1981

Age : 36 years old

Sex : Female

Civil Status : Married

I hereby certify to the extent of my knowledge and belief that the above information are true and correct

Sincerely,

Dear Sir/Madam

Greetings!

This letter is to express my interest in bringing my years of experience in the field of Architecture & other related fields. With this regards, I would like to apply for the position of Architect or to any position that fits my qualification.

As my enclosed CV indicates, my background includes more than 7 years with significant experience in Architectural Detailing, Technical Specification and Project Supervision. I am knowledgeable enough in different drafting software ( Autodesk Revit & Autocad) and office software.

My previous work experiences have enabled me to gain a deep and diverse understanding of the mindset and skills needed to succeed as an Architect. These experiences, combined with my ability to adapt to a wide variety of circumstances and to manage many responsibilities while nurturing necessary lines of communication with others, help me stand out as the candidate who could most adequately fill the position that is open in your department and I am confident that I can be a valuable asset of the company.

Until then, If you find my qualifications acceptable, I can be reached or visit your office for an interview.

Thank you for your consideration.