**Rene**

[**Rene.368220@2freemail.com**](mailto:Rene.368220@2freemail.com)

Dear Sir/Madam,

I am writing in response to your company seeking a **Autocad Operator .**

My experience and personal attitude make me a suitable candidate for this position.

Additionally, I have expertise in;

* Autocad / Sketchup
* Interior Design and fit-out
* Project Coordination
* Surveying / Microsoft Office

I have worked in construction engineering division for almost 2 years, and have spent more than 6years on interior design fit-out as cad detailer/coordinator, and 2years experience in M&E as cad drafter. This has provided me with valuable experience and knowledge that I could bring to this position.

Kindly review my attached curriculum vitae. I believe I have the qualifications you need and I am looking forward to hearing from you soon and ready to start immediately.

Thank you and Best Regards

**Rene** Applicant

# RENE

## AREAS OF INTEREST

Architecture, Interior Design, Fit-Out, AutoCAD Drafting and Construction.

## SUMMARY OF QUALIFICATIONS

**Bachelor of Science in Architecture, Graduated 2005**

**10 years work experience in Architecture, Interior Design, Fit-out, Project Coordination & Drafting**

Excellent in AutoCAD drafting (2D & 3D)

Proficient in Google Sketchup, Microsoft Word, Microsoft Excel, Microsoft PowerPoint.

## PROFESSIONAL EXPERIENCES

**AutoCAD Operator**

**Cambridge Middle East Interiors LLC**

3402 Boulevard Plaza Tower 1, Burj Boulevard, Downtown Dubai

*Interior Design/ Contractor • Hotels, Restaurants*

**AutoCAD Operator**

**KHANSAHEB CIVIL ENGINEERING L.L.C**

P.O.Box 2716, Dubai, United Arab Emirates

*Joinery Interiors & Fit-out/ Contractor • Hotels, Mixed-use Development*

**AutoCAD Operator**

**VHS Philippines**

110 V.A.Rufino Street Legazpi Village, Makati City, Philippines

*Landscaping Planning & Design • Hotels & Mixed-use Development*

**Junior Architect / AutoCAD Operator**

**C.C. Castro International**

38 Timog Ave. Quezon City, Philippines

## COMPREHENSIVE PROFESSIONAL EXPERIENCES

## February 2014 to November 2015 Cambridge Middle East Interiors LLC

3402 Boulevard Plaza Tower 1

Burj Boulevard, Downtown Dubai

P.O Box 340075

**INTERIOR DESIGN / CONTRACTOR:**

**AutoCAD Operator** **/ Coordinator**

Designs and encodes drawings from a given site condition.

Assists in documentation and other drawing requirements.

Translates interior designer’s concept drawings into detailed/comprehensive shop drawings for fabrication and installation.

Encode and submit drawings to relevant authorities.

Liaise with sub-contractor and suppliers regarding design and installation.

**Projects:**

**Index Tower Level 10 & Level 11, Dubai UAE (2015)**

**Imperial Tobacco, Dubai UAE (2014)**

**Joban Parkinson Clarke, Dubai UAE (2014)**

**One World, Dubai UAE (2014)**

**CREA Concept Showroom, JBR Dubai UAE (2014)**

## June 2008 to February 2014 KHANSAHEB CIVIL ENGINEERING L.L.C.

P.O. Box 2716

Dubai, United Arab Emirates

**JOINERY INTERIORS & FIT-OUT**

**AutoCAD Operator**

Designs and encodes drawings into CADD files from a given site condition and assists in the translation of concept drawings into detailed/comprehensive shop drawings for fabrication and installation.

Assists in documentation/drawing requirements needed for construction.

**Projects:**

**Mall of the Emirates Extension, Dubai UAE (2008)**

**Easy Hotel, Dubai UAE (2008)**

**Ritz Carlton Hotel Extension, Dubai UAE (2011)**

**Mall of the Emirates Expansion, Dubai UAE (2013)**

**Marina Hotel, Yas Island Abu Dhabi UAE (2008-2009)**

The works comprise of joinery manufacture and installation, ceiling works

in association with our in house ceiling division, marble & tiling, grc &

grp, terrazzo flooring, glass, painting, screeding, ffe products.

**Swimming Pool, Gymnasium & Spa - Chedi Hotel, Muscat Oman (2011)**

The works comprise of all joinery wood works.

**8-Storey Hotel & 7 Nos. Of Apartment Bldg. Saadiyat Island, Abu Dhabi UAE (2010-2011)**

The works comprise of Joinery manufacture and installation, ceiling works

in association with our in house ceiling division wood works (such as loose and fixed furniture) marble, tile & timber flooring, glass wall paneling, Painting and screeding.

**Ritz Carlton Hotel Extension, Dubai UAE (2011)**

The works comprise of joinery manufacture and installation, wood works (such as loose and fixed furniture) marble, tile & timber flooring, glass wall paneling, painting and screeding.

**Royal Mirage III - Palm Jumeirah, Dubai UAE (2010)**

The works comprise of joinery manufacture and installation of timber pergola.

**Benani Villa - Private Villa no. 3001 at West Greens Community – Dubai UAE (2010)**

The works comprise of Joinery manufacture and installation of all wood works (such as doors, loose and fixed furniture).

**July 2007 to March 2008 VHS PHILIPPINES LIMITED**

4th Floor Sage House Condominium

110 V.A.Rufino Street Legazpi Village

Makati City, Philippines

**Landscaping Design & Planning**

**AutoCAD Operator**

Encodes landscape elements directly into CADD files and assists in the translation of concept drawing into detailed/comprehensive drawing; and, performs related functions.

**Sept. 2005 to April 2007 C.C. CASTRO INTERNATIONAL**

38 Timog Ave. Quezon City, Philippines

**Architects, Builders & Construction**

**Junior Architect / AutoCADD Operator**

Designs and encodes plans in Architectural, Structural, Electrical,

Mechanical and Sanitary Layouts.

Prepare Preliminary/Final Drawings, Construction Drawings, As-Built Drawings

Encode and submit drawings to relevant authorities.

**Site Surveyor**

Inspect Pre/Post Building Construction

**PROJECTS:**

**The Church of Jesus Christ of Latter Day Saints (Philippines)**

**Imus Chapel Addition** (Imus, Cavite), 2007

**Mayantoc P-170V Chapel Addition** (Mayantoc, Tarlac), 2006

**Virac P-170-13SC Chapel Addition** (Virac, Catanduanes), 2006

**Olongapo 2-170-13SC** (Olongapo City), 2006

**Panganiban Renovation** Facilities (Panganiban, Naga), 2005 –2007

**Paniqui Air-conditioning** (Paniqui Tarlac) , 2006

**Ligao Parking Addition** (Ligao, Albay), 2006

**Baliuag Air-conditioning** (Baliwag, Bulacan), 2006

**Gapan Air-conditioning** (Nueva Ecija), March –2006

**Caloocan Meetinghouse Renovation** (Caloocan City), 2006

**Lopez III Renovation** (Lopez, Quezon), 2006

**Appari Air-Conditioning** (Appari, Cagayan), 2006

**Cauayan Air Conditioning** (Cauayan, Isabela), 2006

**Rosales, Air-conditioning** (Rosales, Pangasinan) , 2006

**Antipolo P-170V Chapel Addition** (Antipolo City), 2005 - 2006

**July 1999 - October 2000 ELECTROWATT SYSTEM SERVICES CORP.** 170 ESSC Bldg. M.L. Quezon St. Bagumbayan,

Taguig Metro Manila, Philippines

**Sub-Contractor of Manila Electric Company – MERALCO (PHILIPPINES)**

**LINEMAN**

Constructs/Repairs 20KV High Tension wires including secondary wires

Work load that last 24hours a day

**SURVEYOR**

Pole to pole investigations in all circuits wires

Prepares sketches and diagrams of circuit wires

Prepares reports of circuit wires

Meet and discuss the clients regarding their electric meter

## PERSONAL DATA

Born in Talim Island, Binangonan Rizal (Philippines) on February 24, 1978.

Excellent communication skills. Well-versed in English & Tagalog.

Works under minimum supervision and a good team player.