**JESSIE**

Email: [Jessie.375130@2freemail.com](mailto:Jessie.375130@2freemail.com)

Visa status: Tourist

**OBJECTIVE**

To seek/obtain a full-time job within a Top Company well establish work environment, with career growth opportunity where I can perfectly apply my knowledge and to showcase my professional experience

**WORK EXPERIENCE**

December 2015 to August 2017

Project Manager/Coordinator

**RYOAKI GROUP OF COMPANIES, Philippines**

December 2013 to November 2015

Project Manager/Business Unit Head

**JTC GROUP OF COMPANIES, Philippines**

**PROFILE SUMMARY/JOB DESCRIPTION**

* Over 15 years of experience in the field of architecture and related industries
* Over 3 years of experience in food and beverages design and construction
* Planning, coordination and overseeing the preparation and dissemination of project communication with clients, and create a detailed work plan which identifies sequences of the activities needed for successful project completion
* Organization and management of all phases of the project to ensure on-time completion, from scoping to deliverables
* Creating a working environment that allows everyone to work to the best of their abilities
* Good in oral and written communication skills
* Coordination, monitoring and quality control with the engineering staff according to the requirements mentioned in the project
* Managing Contractors, Sub-Contractors to execute the Designs, ensure guidelines are maintained and

Handover the Project on time

* Strong Interpersonal skills to motivate & lead a Project Team
* Quality Control of work done at site
* Able to manage the full project life cycle
* Ensure all the Aims of the project are delivered on time,within Scope & Budgets as well as the

Quality Standards are met

2007 to 2013

Project Architect ( Private Practice )

With over 30 residential and retail store projects (a listing of projects and their respective owners and locations may be provided upon request)

**JEMTI DESIGN AND CONSTRUCTION**

**LOT 2, BLK 23, VAA HOMES, BF INTERNATIONAL, LAS PIÑAS CITY, Philippines**

**JOB DESCRIPTION:**

* Preparation of Design Concepts with quality guidelines & Projects Constrains to meet Clients

needs and approval

* Provide Technical support to projects on Design related matters
* Prepares Projects brief, conceptual Designs of various typesof projects and work

with other team members to prepare the architectural drawings & documents

* Lead the Design work ensuring project objectives are met, Design instruction are

implemented & delivery is achieved within the set time & budget

* Coordinates Architectural Design efforts with Civil & MEP design & systems
* Ability to create & innovate new concept & aware of new design ideas
* Managing/Coordinating the Project Team, Consultants. Suppliers at all stages

From concept design to post-site operation

* Performing visual inspection of all mechanical & technical works

2005 to 2007

Junior Architect/Designer

**ZYRO ASIA CONSTRUCTION & DEVELOPMENT CORP., Philippines**

**JOB DESCRIPTION:**

* Studying and planning a certain project with the President and staff
* Preparation of design schemes, proposals and working drawing after approval
* Making suggestions and options for designs and proposals
* Preparation of all necessary drawings and specifications for building permit purposes
* Monitoring & recording reports on progress work accomplishments
* Coordinating communication between Project teams
* Preparing cost estimation for new projects
* Consulting with clients to determine objectives of the project
* Leading the Project team in all Coordination work

2002 to 2004

Designer/Draftsman

**HOME CONCEPTS BUILDER & REALTY DEVELOPMENT CORP., Philippines**

* Making design schemes and proposals and planning for a certain project under my assignment
* Meeting with the clients together with the President regarding project proposals
* Checking all the drawings, specifications and implementation of the plans to the project under my assignment
* Coordinating with the drafting staff for the production of the construction drawings
* Drafting supervision and site inspection

1999 to 2001

Designer/Draftsman

**LASERBUILT DEVELOPMENT CORP., Philippines**

* Making designs and schemes for a certain project
* Planning & preparing construction drawings
* Helping out in administration of construction area

1993 to 1998

Designer/Draftsman

**SOLIDTECH DESIGN CONSULTANT, Philippines**

**DENZEN CONSTRUCTION & PROPERTY MANAGEMENT, Philippines**

**LLAMAS TRANSNATIONAL DEVELOPMENT CORP., Philippines**

**TERRACES REALTY & DEVELOPMENT CORP., Philippines**

**ALVARO A. VILLABROZA UAP, Philippines**

**R.M. TAAY CONSTRUCTION, Philippines**

**QUALI-VENTURES SALES & DEVELOPMENT CORP., Philippines**

* Preparation of complete working drawings including specifications, bill of materials and structural analysis signed and sealed for building permit purposes
* Site inspection and drafting supervision
* Making scale model/miniature
* Do renderings in colored and black/white
* Preparation of drawings on structural, plumbing and electrical (standard)
* Perspective plotting

EDUCATION

October 1997 **Bachelor of Science in Architecture**, Manuel L. Quezon University, Philippines