**WILFREDO**

**ARCHITECT/SITE SUPERVISOR/PROJECT MANAGER**

Email Address : wilfedo.375592@2freemail.com

***SUMMARY OF QUALIFICATIONS & COMPETENCIES***

* Graduated **BACHELOR OF SCIENCE IN ARCHITECTURE (1999-2005)**

Bataan Peninsula State University (formerly Bataan Polytechnic State College)

* **12 years in Design & Construction of various Residential and Commercial Projects**
* CAD, MS Word, Excel, PowerPoint, Outlook
* Design Conceptualization
* Preparation of architectural presentations and documents & Construction drawings
* Project Supervision / Management
* Technical Reports, Details and Drawings
* Estimates / Bill of Quantities
* Material Research and Specifications
* Cost Planning, Material Research, and Project Management
* Approach to problem solving that involves creation and evaluation of multiple alternatives.
* Coordinates regularly with superior, interior designer**(FIT OUT)** and other departments to ensure the accuracy of the drawings being developed.
* Has an extensive history in working across all stages of the project from inception to completion.

***EMPLOYMENT BACKGROUND***

**1. SITE ARCHITECT/** Tierra Feliza Subdivision(Residential House)

 **PROJECT MANAGER:** Montevista Subdivision(Residential House)

 Vistamall Bataan(Commercial Bldg.)

 Balanga City, Bataan Philippines

(June 2013-December 2016)

 **JOB DESCRIPTION:**

* Design and Build as a Contractor
* Supply of Labor and Materials as a Contractor
* Attend meeting, dealing and submitting good proposal to the client
* Bidding and manage the undertaking of a construction project

 **2. SITE ARCHITECT/ DILGONZ CONSTRUCTION CORP.**

 **PROJECT MANAGER:** Balanga City ,Bataan, Philippines (May 14, 2007 – May 2013)

 **JOB DESCRIPTION**:

* Responsible of developing conceptual and schematic designs of various design assignment given (Site Development Plan, Model house, Amenity Areas, Open Spaces etc.)
* Prepares specification of the project, color scheme and other specialty of works.
* Coordinates regularly with superior and other departments to ensure the accuracy of the drawings being developed.
* Coordinates effectively with external consultants commissioned by the office to ensure on time, correct and complete submission of required documents.
* Does site inspection works regularly on various stages of design and construction.
* Attends meeting related to project assigned to his and prepare minutes of meeting that will be used as basis of documentation.
* Checking the program of a project including estimate of materials, labor, equipment and schedule of works and all activities for implementation on actual jobsite construction as a Project Manager.

**3. SITE ARCHITECT/ KIKO INTERNATIONAL TRADING LTD. CO.**

**AUTOCADD OPERATOR:** Salitran Dasmarinas, Cavite Philippines

 (June 2006 to February 2007)

 **JOB DESCRIPTION**

* In charge of planning residential, commercial and institutional building.
* Assist the project manager in coordinating and presenting designs to the client.
* Prepares complete set of detailed working drawings, in computer aided drafting (CAD).
* Prepares bill of materials, estimate and specifications for the approved working drawings.
* Prepares document needed for the application of building permit.
* Does site inspection works on various stages of design and construction as a site architect.

 **4. AUTO CAD DRAFTSMAN: ALFONSO CONSTRUCTION**

 JP Rizal Makati Avenue Makati City, Philippines

 (June 2005 to April 2006)

**JOB DESCRIPTION**

* Preparation of shop drawings and working drawings for implementation on actual jobsite construction.

***PERSONAL DATA***

* Date of Birth : October 12, 1982
* Place of Birth : Balanga, Bataan Philippines
* Citizenship : Filipino
* Civil Status : Married
* Gender : Male
* Language Spoken : English and Filipino

***CHARACTER REFERENCES***

 **Available Upon Request**

 I hereby certify that the information above is true and correct to the best of my knowledge and belief.

 **WILFREDO** Applicant