**SANDRA**

[Sandra.384253@2freemail.com](mailto:Sandra.384253@2freemail.com)

**WORK EXPERIENCES:**

**Position:** Lead Draftsman (Structural and Miscellaneous)

**Company Name:** Drawsteel Builders, Philippines

**Period of Employment:** From 09 March 2015 to 30 April 2018

**Duties and Responsibilities:**

* Prepares detailed plans, drawings and other documents
* Provide Project managers weekly updates to keep aligned with project schedule
* Create detailed coordination drawings with other trades that comply with the local codes
* Assist with the research of detailing, fabrication and field issues
* Ability to adapt to and work effectively within a constantly changing environment
* Develop drawings per project scope and specification (AISC requirements)
* Review drawings detailed by other drafters to verify project specifications and AISC requirements are met
* Handled 6-10 detailers/ modelers
* Proficiency in AutoCAD and Tekla Structures (Basic)

**Position:** AutoCAD Operator

**Company Name:** DMI Management and Engineering Consultants, Philippines

**Period of Employment:** From 23 January 2013 to 07 April 2014

**Duties and Responsibilities:**

* Produce accurate topographic and cross sectional plans
* Surveying
* Prepare engineering drawings
* Produce final working and construction drawings along with managing revisions and additions
* Assist in the development of drafting & design standard
* Maintain technical library, records management and drawing archives
* Perform field work as required
* Provide support on various technical documentation projects
* Advanced knowledge to meet safety, quality, environmental, schedule and budget requirements of the project

**Position:**  Freelance Designer

**Company Name:** PC Park Japan

**Period of Employment:** From January to May 2012

**Duties and Responsibilities:**

* Designs Floor Plans and working drawings
* Designs 3d Perspective using 3d Sketch Up
* Organizes Plans and documents

**EDUCATIONAL PROFICIENCY:**

**Bachelor of Science in Architecture**

Technological Institute of the Philippines

2007– 2011

**TRAINING/CERTIFICATIONS:**

**Autodesk Revit in Architecture**

Microcadd Technologies Co. Inc, Philippines

November 2016

**Quantity Estimate (Material Take-off)**

Microcadd Technologies Co. Inc, Philippines

August 2016

**3D Studio Max 2014 in Architectural Design**

Microcadd Technologies Co. Inc, Philippines

July 2014

**Autocad 2010**

Construction Line, Philippines

September 2011

**SOFTWARE HANDLED:**

|  |  |
| --- | --- |
| * Autocad 2010 – 2017 | * ZWCad Plus 2012 – 2013 |
| * Autodesk Land Desktop 2004 | * Google Sketch Up |
| * Microsoft Word | * Microsoft Excel |
| * Adobe Photoshop | * Adobe Illustrator (Basic) |
| * Tekla Structures 16.0 |  |

**PERSONAL INFORMATION:**

**Date of Birth:** 07 January 1991

**Gender:** Female

**Civil Status:** Single

**Nationality:** Filipino

**Language:** Tagalog, English