

**ARRENCE**

**C/o 971501685421**

Arrence.377928@2freemail.com

**CAREER OBJECTIVE**

**To acquire a challenging and responsible position wherein my academic knowledge are suitable and further enhance my knowledge as preparation for my chosen field expertise.**

**EDUCATION BACKGROUND**

**Pandacaqui Ressetlement Elementary School**

**Pandacaqui Mexico, Pampanga Philippines**

**Primary Diploma, 2008**

**Holy Angel University**

**Sto Rosario Street Angeles City , Pampanga Philippines**

**Secondary Diploma, 2013**

**Holy Angel University**

**Sto Rosario Street Angeles City , Pampanga Philippines**

**Bachelor of Science In Mechanical Engineer**

**Undergraduate**

**CERTIFICATES**

**CERTIFICATE OF EMPLOYMENT (APRIL TO DECEMBER 2017)**

**CS CAYANAN CIVIL &STRUCTURALCONSULTANCY**

**AUTODESK INTERNATIONAL AUTHORIZED TRAINING CENTER**

**TOP & SKILLS PROFICIENCIES IN CUSTOMER REPRESENTATIVE**

* **CUSTOMER SERVICE**
* **PRODUCT KNOWLEDGE**
* **LISTENING SKILLS**
* **PHONE SKILLS**
* **RESOLVING CONFLICT**
* **MULTI TASK**
* **POSITIVE ATTITUDE**
* **ATTENTION DETAIL**
* **PEOPLE ORIENTED**
* **ABILITY TO WORK UNDER PRESSURE**

**AUTOCAD SKILLS**

* **COMPUTER SKILLS**
* **KNOWLEDGE OF DESIGN STANDARDS**
* **ENGINEERING PRINCIPLES**
* **BASIC CALCULATION METHODS AND EQUIPMENT**
* **EXCELLENT SOLID MODELING,CASE WORK AND DRAFTING SKILLS.**
* **FAMILIARITY WITH AUTOCAD 2017(2D&3D)**
* **GOOD READING AND WRITING SPECIFICATION.**

**WORKING EXPERIENCE**

**MICRICADD INSTITUTE INC.CUBAO**

**Dona Consolacion Building, Makati Avenue Araneta City, Cubao Quezon City PHILIPPINES**

**MAY2017-OCTOBER217**

* **Hands-on training with Architectural, Mechanical, Civil and Structural Drafting**
* **Physical and 3D modeling: rendering materials,lights and cameras**
* **Computer –aided drafting with convetional methods of graphic communication to solve and basic design related problem**
* **Willing and able to learn new products, concept and techniques**
* **Willing and able to learn new products, concept and techniques.**
* **Able to create variety of drawings of various sizes on different drawing media**
* **Demonstrated strong analytical and problem-solving skills**
* **Work very well as a team player and independent**
* **Demonstrated public relation, communication and organizational skills**
* **Fast learner and willing to master information.**

**MICROCADD INSTITUTE INC.**

**CAD TECHNICIAN**

**289 Jose Abad Santos Avenue, San Fernando,2000 Pampanga, Philippines**

**October 10, 2017-January 23,2018**

**JOB DESCRIPTION**

* **Hands-on training with Architectural, Mechanical, Civil and Structural Drafting**
* **Physical and 3D modeling: rendering materials,lights and cameras**
* **Computer –aided drafting with convetional methods of graphic communication to solve and basic design related problem**
* **Willing and able to learn new products, concept and techniques.**
* **Able to create variety of drawings of various sizes on different drawing media**
* **Demonstrated strong analytical and problem-solving skills**
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* **Demonstrated public relation, communication and organizational skills**
* **Fast learner and willing to master information.**

**CS CAYANAN CIVIL & STRUCTURAL CONSULTANCY**

**DRAFTSMAN**

**9th Street Lakandula, Dau, Mabalacat, Pampanga,Philippines**

**April 09, 2017-December 21, 2017**

**JOB DESCRIPTION**

* **AUTOCAD and Basic Drafting**
* **3D modeling: rendering materials, lights and cameras**
* **Able to create variety of drawings of various sizes on different drawing media**
* **Demonstrated strong analytical and problem-solving skills**
* **Work very well as a team player and independent**
* **Demonstrated public relation, communication and organizational skills**
* **Fast learner and willing to master information.**

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