**SANDRA**

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:**

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

**Date of Birth:** 07 January 1991

**Gender:** Female

**Civil Status:** Single

**Nationality:** Filipino

**Language:** Tagalog, English