



Ma. Agnetta Alarcon Mercado
ARCHITECT/ARCHITECTURAL DESIGNER/SITE ARCHITECT
18 years PROFESSIONAL EXPERIENCE

Najma, Doha, Qatar

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age: **43**

nationality: **Filipino**

notice period: **Immediately**

NOC : **Available**

- 18 years experience post graduate
- Highly organized with the preparation of tender drawings, construction drawings, shop drawings and as built drawings.
- Highly knowledgeable with architectural detailing and drafting.
- Impressive coordination skills in Architectural works.
- Understanding of Architectural, Mechanical, Electrical, Structural design and Instrumentation along with their architectural knowledge.
- Good interpersonal skills for work as a leader and team member.
- Good decision making and management skills.
- Able to communicate details meticulously.
- Proven experience as supervisor in architectural works on site.
- Impressive working attitude towards work environment and colleagues.
- Well versed in Auto Cad application, MS Office and Sketch Up.
- Intermediate skills in production of Bill of Quantities.
- Advance skills in graphic design and use of graphic design tools and softwares.

Professional Work Experience

October 2022 to Present

Redwolf Contracting & Services W.L.L.

Projects: Villa Duplex Lusail

Position: Site Architect

- Preparation of Architectural details for shop drawing submissions.
- Check and examine shop drawings produced by the design team prior to submission to ensure the standard of quality and technical accuracy.
- Managing the schedule and tracking of submission of shop drawings, construction drawings and As-Built drawings.
- Coordinates with subcontractors with the production and submission of shop drawings.
- Checking of subcontractors shop drawings to ensure the drawings are followed as per Construction drawings.
- Evaluates, selects and applies architectural procedures and guidelines to architectural construction forms, working under the guidance of a Project Manager.
- Give input on various architectural design solution and proposed construction methods.
- Preparation and update of shop drawings tracker for daily, weekly & monthly progress reports.
- Ensure shop drawing production and submission is on track and in accordance to the master programme
- Coordination with material engineer and contracts engineer to ensure the correct materials, sizes and quality are being followed as per the approved material approval.
- Coordination with QAQC and site engineers and providing them with the updated and approved shop drawings for site implementation.
- Coordination with MEP activities and works

- Ensures quality and workmanship of the architectural works are highly satisfactory and are done as per the approved drawings and specifications.

- Liaise with client representatives, sub-contractors, site engineers and sub-contractors on issues related to architectural works.
- Engage in team meetings to resolve project issues and coordinate to schedule adherence of technical issues.
- Site visits throughout the construction project to monitor contractor progress, answer questions that may arise, and ensure that milestones are completed according to the project timeline.

February 2020 to June 2023

Freelance Interior Designer / Site Supervisor

Projects: The Brewing Bliss Café – Design and Fit-Out

Doha Streetfood – Design and Fit-Out

Qwentong Qalye Najma Branch – Design and Fit-Out

Qwentong Qalye Al Sadd Branch – Design and Fit-Out

- Conceptualization of design as per client's requirements
- Space planning design and 3D presentation
- Production and Submission of mood board for client's approval
- Production of shop drawings for client's approval
- Procurement of materials as per approved material specifications
- Supervision of site and monitoring the works
- Submission of daily report to client

August 2019 to Feb 2020

EHAF Consulting Engineers – Qatar Consulting Engineering Services

Projects: Lusial LRT Project– Project Supervision Consultation

US CAMP Military Base , Al Udied Qatar – Architectural Assessment of Existing Facilities

Detention Center, Sailiya, Qatar - Architectural Assessment of Existing Facilities

Position: Site Architect

- Ensures quality and workmanship of the architectural works are highly satisfactory and are done as per the approved drawings and specifications.
- Contribute with other disciplines' site engineers for conducting joint inspections as far as needed.
- Carry out inspection, checking and evaluation of quality procedures.
- Participate in the inspection and evaluation of works related to mock-ups

- Monitor the implementation and review results of the Contractor's inspection and testing, and quality assurance program.
- Liaise with client representatives, contractors, site engineers and sub-contractors on issues related to architectural works.
- Engage in team meetings to resolve project issues and coordinate to schedule adherence of technical issues.
- Maintain project manual and conduct and document on-site observations and reviews.
- Site visits throughout the construction project to monitor contractor progress, answer questions that may arise, and ensure that milestones are completed according to the project timeline.
- Translate complex construction documents into accessible and actionable specification sheets to provide contractors with vital information regarding the project

June 2016 – July 2018

Imar Trading & Contracting W.L.L

Al Amir St, Doha City,

Qatar

Projects:

- **Redline South Metro Station Project – Fit-Out**
 - Al Doha Al Jadeeda Station**
 - Al Matar Al Qadeem Station**
 - Umm Ghuwailina Station**
 - Oqba Ibn Nafie Station**
 - Al Mansoura Station**

Position: Architect

- Preparation of Architectural details for shop drawing submissions.
- Technical Coordination with JV (QDVC) issues architectural and structural on design.
- Train and coach junior architects and draftsman on design details and drawing standards
- Check and examine shop drawings produced by the design team prior to submission to ensure the standard of quality and technical accuracy.
- Assist the design manager on the preparation on the designation of scope of works and assigned drawings to the design team.
- Managing the schedule and tracking of submission of shop drawings, construction drawings and As-Built drawings.
- Responsible for Coordination of architectural works according to the consultant's design and proposals.
- Coordinates with subcontractors with the production and submission of shop drawings.
- Checking of subcontractors shop drawings to ensure the drawings are followed as per Construction drawings.
- Evaluates, selects and applies architectural procedures and guidelines to architectural construction forms, working under the guidance of a Project Manager.
- Give input on various architectural design solution and proposed construction methods.
- Preparation and update of shop drawings tracker for daily, weekly & monthly progress reports.
- Determines discrepancies, conflicts and differences in the drawings and raise RFI for proposal and clarifications.
- Ensure shop drawing production and submission is on track and in accordance to the master programme
- Coordination with material engineer and contracts engineer to ensure the correct materials, sizes and quality are being followed as per the approved material approval.
- Coordination with QAQC and site engineers and providing them with the updated and approved shop drawings for site implementation.
- Coordination with MEP activities and works

May 2015 – June 2016

Linear Associates W.L.L.C.

Al Khuwari Bldg, Al Saad

Doha City, Qatar

Projects:

- **Bldg. 23 at Katara - Design and Execution, Testing, Commissioning and Maintenance of the Refurbishment Works**
- **Qafco – Design and execution of the Reception area and CAO Office**

Position: Project Executive cum QAQC Engineer

- Responsible for the organization of tender documents, drawings and material submittals.
- Preparation of Architectural details for shop drawing submissions.
- Translate and give instructions on technical issues and solutions to architectural supervisors and foremen for site implementation.
- Supervises and coordinates with subcontractors involved in the project.
- Evaluates, selects and applies architectural procedures and guidelines to architectural construction forms, working under the guidance of a Project Manager.
- Give input on various architectural designs and proposed construction methods.
- Preparation of ITP, Method Statements, RFI, Inspection Request, Material Approvals, Material Inspection
- Coordination with design issues, material selection and approvals
- Preparation of daily, weekly & monthly progress reports.
- Determine and prepare of Variation Order notices
- Determines discrepancies, conflicts and differences in the drawings and raise RFI for proposal and clarifications.
- Ensure Site work progress is on track and in accordance to the master programme
- Coordination with Civil and Architectural inspector on inspections.
- Coordination with MEP activities and works
- Translate and give instructions on technical issues and solutions to architectural supervisors and foremen for site implementation.

April 2013 – May 2015

Koh Brothers Building and Civil Engineering Contractor (PTE) LTD.

11 Lorong Pendek

Koh Brothers Building, Singapore

Position: Architectural Engineer

Projects: Park Olympia Condominium at Flora Drive, Singapore

- Responsible for Coordination of architectural works according to the consultant's design and proposals.

- Give input on various architectural designs and proposed construction methods.
- Responsible for the submission of material approval, method statement and test reports for consultant's approval.
- Inspects and reviews the drawings to ensure its compliance with regulations and safety codes.
- Organization of drawings, from tender drawings, construction drawings, shop drawings and as-built drawings.
- Translate and give instructions on technical issues and solutions to architectural supervisors and foremen for site implementation.
- Supervises and coordinates with subcontractors involved in the project.
- Evaluates, selects and applies architectural procedures and guidelines to architectural construction forms, working under the guidance of a Project Manager.
- Determines discrepancies, conflicts and differences in the drawings and submit an RFI for proposal and clarifications.
- Ensure Site work progress is on track and in accordance to the master programme
- Involves in site supervision and liaise with subcontractors and construction workers to ensure that all the technical details in the drawing are being followed and implemented.
- Responsible for the inspection and coordination with the RTO and RE.
- Attends weekly progress and technical meetings with the clients and consultants.
- Organize weekly progress and technical meetings with structural, architectural and M&E sub contractors.
- Attends interview for subcontractors and suppliers.
- Responsible for the ordering of materials for architectural works and submit MRF to purchasing department.

November 2010- February 2013

Hytech Builders Pte. Ltd.

Blk 165 Bukit Merah Central, Singapore

Position: Architectural Engineer

Projects: Waterfront Waves Condominium at Bedok Reservoir Road, Singapore

New Primary School at Sengkang Site 16 and Site 20, Singapore

- Responsible for Coordination and Management according to the consultants design and proposals.
- Give input on various architectural designs and proposed construction methods.
- Inspects and reviews the project to ensure its compliance with regulations and safety codes.
- Supervises and coordinates with subcontractors involved in the project.
- Evaluates, selects and applies architectural procedures and guidelines to architectural construction forms, working under the guidance of a Project Manager.
- Determines discrepancies, conflicts and differences in the drawings and submit an RFI for proposal and clarifications.
- Organization of drawings, material submission, samples and catalogues for architect's approval.
- Ensure Site work progress is on track and in accordance to the master programme

- Liaise with subcontractors and construction workers to ensure that all the technical details in the drawing are being followed and implemented.
- Organize weekly progress and technical meetings with structural, architectural and M&E sub contractors.

December 2009-November 2010

Yau Lee Construction (Singapore) Pte. Ltd.

10 Raeburn Park, #02-12, Singapore, 088702

Position: Site Architect

Project: Construction of the Marina Bay Sands Integrated Resort

Package 2219 (Façade construction)

Singapore

- Responsible for the preparation and organization of shop drawings, as-built drawings and drawing details for submission to the authorities, clients and consultants.
- Work closely with design members from other contractors, clients and consultants to discuss design issues and to ensure proficiency with the design.
- Provide drawing details and designs relevant with the scope of works to sub-contractors, clients and consultants.
- Translate and give instructions on technical issues and solutions to architectural supervisors and foremen for site implementation.
- Ensure Site work progress is on track and in accordance to the master programme
- Site supervision and liaise with subcontractors and construction workers to ensure that all the technical details in the drawing are being followed and implemented.
- Responsible for Coordination and Management according to the consultants design and proposals.
- Give input on various architectural designs and proposed construction methods.
- Inspects and reviews the project to ensure its compliance with regulations and safety codes.
- Supervises and coordinates with subcontractors.
- Evaluates, selects and applies architectural procedures and guidelines to architectural construction forms, working under the guidance of a Project Manager.
- Determines discrepancies, conflicts and differences in the drawings and submit an RFI for proposal and clarifications.
- Organization of drawings & material submission for architect's approval.
- Ensure Site work progress is on track and in accordance to the master programme
- Involves in Site supervision. Liaise with subcontractors and construction workers to ensure that all the technical details in the drawing are being followed and implemented.
- Organize weekly progress and technical meetings with structural, architectural and M&E sub contractors.
- Attends interview for subcontractors and suppliers.

September 2008 - December 2009

New Art Interior Pte. Ltd.

16 Loyang Drive, Pasir Ris, Singapore, 508942

Position: Architectural Coordinator / Interior Designer

Project: Alteration and Addition of the interiors of Ministry of Health (National Health Authority)

Doha, Qatar

- Responsible for Coordination and Management according to the consultant's design and proposals.
- Give input on various architectural designs and proposed construction methods.
- Responsible for the submission of material approval, method statement and test reports for consultant's approval.
- Inspects and reviews the drawings to ensure its compliance with regulations and safety codes.
- Organization of drawings, from tender drawings, construction drawings, shop drawings and as-built drawings.

- Consultation and meeting with clients, contractors and consultants.
- Responsible for organization of assignments and daily progress of works.
- Plan and coordinate with suppliers and subcontractors to ensure work is progressing as per plan and schedule.
- Tracking progress and ensuring that the project meets all client's requirements, specifications and datelines.
- Resolve differences between approved plans and field construction conditions with appropriate parties.
- Responsible for the preparation of project reports and other construction documents.
- Responsible for taking photographs of the site for progress monitoring and report.
- Attend site progress meetings and provide timely updated reports to Project manager.

April 2003- July 2008

Fullscale Construction/ Arch. Carlito L. Co

Gorordo Ave., Cebu City, Philippines

Position: Junior Architect

- Responsible for preliminary design and sketches
- Responsible for organization and processing of building documents and building plans
- Actual Site Supervision
- Consultation and meeting with clients, contractors and consultants.
- Responsible for organization of assignments and daily progress of works.
- Responsible for taking photographs of the site for progress monitoring and reports.
- Responsible in production of working drawings (Tender Drawings and As Built Drawings)

EDUCATIONAL BACKGROUND

College Level :

Bachelor's Degree in Architecture
Cebu Institute of Technology
College of Architecture
Cebu City, Philippines
S.Y. 1998-2003

Andres Bonifacio College
College of Civil Engineering
Dipolog City, Philippines
S.Y. 1996-1998

Secondary Level

Zamboanga del Norte School of Arts and Trades
Dipolog City, Philippines
S.Y. 1992-1996

Elementary Level

Dipolog Pilot Demonstration School
Dipolog City, Philippines
S.Y. 1986- 1999