



RALPH MARVINE TANDOGON

REGISTERED AND LICENSED ARCHITECT

WORK EXPERIENCE SUMMARY

Have 7 years of working experience as different roles from different companies including freelance project. I worked as Project in Charge, Quality Control, Site Architect, HR Recruitment, Operations Supervisor, Architectural Designer and Procurement. With this kind of experience, I learned a lot and being flexible is the key towards success.

I am keen to look for long term job that will help my professional growth. I believe that my experience and my skills could fit for your desired employee.

WORK RELATED EXPERIENCE

Architect

Q Builders – February 2023 – Present

- Coordination with the Operation Manager for the operations plan
- Managing and Supervision of manpower and their work
- Inspecting and checking the quality of works most likely Fit-out works
- Maintaining and ensuring compliance
- Evaluate shop drawings for any necessary adjustments then coordinate if there's any
- Construction Planning and Scheduling
- Material Control
- Procurement processing
- Site Visiting for prospect projects
- Organizing of Data and Tracking records

FIFA Fleet Operations Supervisor - Transportation

United Manpower Solutions – October – December 2022

FIFA World Cup Qatar 2022 Project

Doha, Qatar

- Managing and Supervision of 71 Fleet Operations Transportation Staff
- Managing and Supervision of 198 Drivers for Teams and Referees clients.
- Performing in-person and phone calls with clients and staffs.
- Coordinating with the Q22 FIFA Managers, TPT Officer, Hotel-in-Charge and Fleet Operation Managers
- Planning and Organizing workflow
- Maintaining relationships with both internal and external clients to ensure staffing goals are achieved
- Setting goals for performance and deadlines in ways that comply to plans and visions

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Marvine Tandongon



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AREAS OF INTEREST:

- *Architectural Designs*
- *Fit-out Construction*
- *Project Management*
- *Quality Control*
- *Architectural Drafting*
- *Architectural Interior*
- *Urban and Environmental Planning*

Personal Information

Date of Birth: January 3, 1996

Age: 27

Place of Birth: Makati, Philippines

Status: Single



PERSONAL SKILLS AND COMPETENCIES

- Proficient with SketchUp; and knowledge of Lumion Application
- Having the ability to think and create in three dimensions.
- Able to work as part of a team or individually.
- Ability to prioritize and plan effectively.
- CAD proficient and have good design & technical skills.
- Flexible and willing to travel.
- An ability to withstand a pressured team.
- Ensuring confidentiality at all times.
- Able to communicate effectively both verbally and in writing
- Competent with dealing with letters, emails and telephone queries.

PROFESSIONAL QUALIFICATION:

- **Registered and Licensed Architect**
Board Passer – 2019
- **BS Architecture**
Graduate – 2017

FIFA HR Recruitment

United Manpower Solutions – August 2022 – December 2022

FIFA World Cup Qatar 2022 Project

Doha, Qatar

- Screening resumes
- Performing in-person and phone interviews with candidates
- Performing reference and background checks
- Coordinating interviews with the hiring managers
- Following up on the interview process status
- Maintaining relationships with both internal and external clients to ensure staffing goals are achieved
- Communicating employer information and benefits during screening process

QAQC / Project in Charge – Architect

Devex Inc. – September 2020 – October 2021

My Town Los Angeles Dormitory Project

Kalayaan Ave. Makati, Philippines

- Our duties is to ensure the quality considering the deadlines and satisfaction of the Owner/Customer
- Inspecting and checking the quality of Architectural works most likely Fit-out works
- Incoming and Outgoing Material approval
- Preparation of documents such as inspection process, detailed reports and performance records
- Running Test, keeping record of defects or we call it a punchlisting and giving a recommendation for improvement measures
- Coordinating with the sub-contractors or third party and other related departments
- Maintaining and ensuring compliance
- Handover/Turnover of area or scope of works

Milkfish Processing Plant Project

Catmon Malabon, Philippines

- Coordination with the Project Manager for the operations plan
- Managing and supervision of manpower and their works
- Inspecting and checking the quality of Architectural works
- Preparation of documents such as inspection process, detailed reports and performance records
- Oversee the design and construction operations to ensure timely and profitable completion
- Evaluate shop drawings for any necessary adjustments then coordinate if there's any
- Running Test, keeping record of defects or we call it a punchlisting and giving a recommendation for improvement measures

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Quality Assurance and Quality Control – Architect
Crimson Group Inc. – October 2019- March 2020

Okura Hotel Architectural Fit-out Project
Resorts World New Port Manila, Philippines

- Ensuring the quality considering the deadlines and satisfaction of the Owner/Customer
- Incoming and Outgoing Material approval
- Preparation of documents such as inspection process, detailed reports and performance records
- Running Test, keeping record of defects or we call it a punchlisting and giving a recommendation for improvement measures
- Inspection and Site Monitoring
- Coordinating with the sub-contractors or third party and other related departments
- Maintaining and ensuring compliance
- Handover/Turnover of area or scope of works

Project in Charge – Architect

Schematics Const and Dev't Corp – June 2017- June 2019

S-Residence Condominium by SMDC Project
MOA Complex Pasay, Philippines

- Oversee the design and construction operations to ensure timely and profitable completion
- Coordination with the Project Manager for the operations plan
- Preparation of documents such as progress monitoring, method statements and detailed reports
- Evaluate shop drawings for any necessary adjustments then coordinate if there's any
- Attending of meetings, walk thru and site monitoring
- Coordinating with the sub-contractors or third party and other related departments
- Managing and Supervision of manpower and their works
- Ensuring they meet health and safety compliance by coordinating with the safety officers
- Anticipating of Materials or what is needed for the operation works
- Coordination with other Contractors, Designer, Project Management or Owners regarding the procedures or problems needed to resolve
- Handover/Turnover of area or scope of works

EDUCATION:

- **FAR EASTERN UNIVERSITY – MANILA**
BS Architecture 2012-2017
- **PACO CATHOLIC SCHOOL**
Paco, Manila
Secondary Education 2009-2012
- **PACO CATHOLIC SCHOOL**
Paco, Manila
Primary Education 2003-2009

PROFESSIONAL MEMBERSHIP AND AFFILIATION:

- **United Architects of the Philippines**
2019-Present

ACHIEVEMENTS, SEMINARS AND TRAININGS:

- FIFA World Cup Qatar 2022 Certificate
- Social Media Specialist Trainee by BEONE Marketing Company
- CPD Seminar: Post Earthquake Structural Analysis by UAP QC Chapter
- Second Honorable Mention 2012 Paco Catholic School
- Loyalty Awardee 2012 Paco Catholic School
- Achiever 2008-2012 Paco Catholic School

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REFERENCE:

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OPERATION MANAGER,
SCDC
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Project in Charge – Architect

Schematics Const and Dev't Corp – June 2017- June 2019

BDO Bank Architectural Fitout Project

TV5 Media Center Mandaluyong Branch, Philippines

- Preparation of Construction plans and other documents
- Preparation of Material samples to be submitted to the owner for approval
- Oversee the design and construction operations to ensure timely and profitable completion
- Coordination with the Project Manager for the operations plan
- Preparation of documents such as progress monitoring, method statements and detailed reports
- Evaluate shop drawings for any necessary adjustments then coordinate if there's any
- Attending of meetings, walk thru and site monitoring
- Coordinating with the sub-contractors or third party and other related departments
- Managing and Supervision of manpower and their works
- Ensuring they meet health and safety compliance by coordinating with the safety officers
- Anticipating of Materials or what is needed for the operation works
- Coordination with other Contractors, Designer, Project Management or Owners regarding the procedures or problems needed to resolve
- Running Test, keeping record of defects and manage solving that is needed to be rectified
- Preparation of documents needed for final handover
- Handover/Turnover of area or scope of works

INTERNSHIP EXPERIENCE

Design and Planning – Junior Architect

GHD LTD Inc. – 2016

Architectural Interior Rendering

Topway Builders - 2016

PROFESSIONAL QUALIFICATION

Registered and Licensed Architect

Board Passer – 2019

Bachelor of Science in Architecture

Graduate – 2017

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