



MARIA ROSARIO CALABIA

Architectural & Fit-Out Joinery Draftsman/
Technical Assistant/Material Procurement

Professional Goal

As an AutoCAD Draftsman, my objective is to contribute to the company's success by producing the most accurate and feasible illustrations for the projects assigned to me. My experience as an AutoCAD Draftsman in residential/architectural environments and the steel industry broadened my knowledge and enhanced my skills in creating and modifying 2D and 3D drawings using the latest technologies as well as manual drafting. I am eager to learn and further my proficiencies by constantly improving my work and accepting all kinds of assignments handed out to me. With this said, I am confident that I can measure up to the expectations of the company.

Skills and Achievement

1. Able to collaborate in team enterprise and work effectively under minimal supervision.
2. Certificate in Architectural Interiors, Drafting Technology, Building Technology and Utilities.
3. Good knowledge in the use of AutoCAD and Sketch Up for the preparation of feasibility plans, sketch designs and planning application drawings.

International Experiences

DOHA, QATAR

Designer/Cad Operator

Khazanah Trading and Decorating

August 2023 – present

1. Create detailed technical drawings and plans for joinery projects, including furniture, cabinetry, and fixtures.
2. Collaborate with architects, engineers, and project managers to develop designs that meet client requirements and industry standards.
3. Review and interpret architectural and engineering drawings to accurately translate design intent into technical drawings.
4. Ensure accuracy and completeness of drawings, including dimensions, materials, and construction methods.
5. Prepare and maintain a library of standard joinery details and components.
6. Coordinate with production teams to ensure smooth execution of joinery projects.
7. Provide technical support to production teams during fabrication and installation.
8. Stay updated on industry trends and advancements in joinery techniques and materials.
9. Adhere to project timelines and deliver drawings within agreed-upon deadlines.
10. Collaborate with the design team to develop innovative and cost-effective solutions.

DOHA, QATAR

Design Architect/Technical Assistant

Redco Alman

July 2020 – July 2023

1. Provide architectural assistance to architects in developing construction plans.
2. Prepare and develop layouts, elevations, cross sections in construction drawings.
3. Assist architectural teams in dimensional surveys of buildings.
4. Prepare Request letter of Information to the Subcontractors
5. Use advanced software like CAD in preparing architectural plans.

Home Address :

Al Messila, Doha Qatar

Date of Birth :

August 07, 1982

Civil Status :

Single

Nationality :

Filipino

Mobile Number :

+974 33774391

Email Address :

rosario_calabia@yahoo.com

Education:

Bachelor of Science in
Architecture

Far Eastern University,
Philippines
April, 2004

Trainings & Certificate

Certificate in Drafting
Technology and CADD
April 2004

Certificate in Architectural Interiors
April 2004

Certificate in Building
Technology and Utilities
April 2004

EMTB Australasian Registry of
Emergency Medical
Technicians /

Riverside Centre, 123 Eagle St,
Brisbane City QLD 4000, Australia
July 18, 2022-September 18, 2022

Highlights of Qualifications :

1. Reliable and flexible in dealing with people.
2. Committed and Dedicated in accomplishing any task she is in.
3. To think of the best, to work only for the best and expect only the best.
4. Strong interpersonal and communication skills.
5. With Qatar Driving License.

6. Assist and support architects in executing multiple architectural projects.
7. Ensure compliance of all architectural guidelines and standards.
8. Collating and organizing technical building information from architects
9. Investigating and offering technical advice on factors that affect building developments, including user needs, site and building surveys, and regulatory requirements
10. Coordinating detailed design information
11. Preparing applications for approval by regulatory bodies
12. Contributing to meetings and document preparation

DOHA, QATAR

Designer/Cad Operator

Khazanah Trading and Decorating

January 2019 – June 2020

1. Determine the client's goals and requirements of the project.
2. Consider how the space will be used and how people will move through the space.
3. Sketch preliminary design plans, including electrical layouts.
4. Specify materials and furnishings, such as lighting, furniture
5. Prepare final plans, using computer applications
6. Create a timeline for the interior design project and estimate project costs
7. Interpret, design, and recommend architectural solutions through selections of finish and materials, fixture alternatives and trendy interior design techniques.
8. Specialize in kitchens and bathrooms and have expert knowledge of the variety of cabinets, fixtures, appliances, plumbing, and electrical solutions for these rooms
9. Visit after the project to ensure that the client is satisfied

DOHA, QATAR

Architectural Coordinator/Cad Operator/Procurement Officer

Fujita Daiwa Corporation

August 2017-December 2018

1. Estimating and establishing cost parameters and budgets for purchases
2. Maintain accurate records of purchases and pricing
3. Create and maintain good relationships with vendors/suppliers
4. Making professional decisions in a fast-paced environment
5. Maintain records of purchases, pricing, and other important data
6. Review and analyze all vendors/suppliers, supply, and price options
7. Develops plans for purchasing equipment, services, and supplies
8. Maintain and update list of suppliers and their qualifications, delivery times, and potential future development
9. Working with team members and Procurement Manager to complete duties as needed
10. Prepare information regarding design, specifications, materials, and equipment.
11. Direct the production of construction documents, drawings, and specifications.
12. Develop budgets and schedules to meet project objectives as well as value engineering principles.
13. Review architectural documents for potential conflict with all disciplines.

DOHA, QATAR

Junior Architect/Site Coordinator

Petra Design

January 2014 - August 2017

1. Prepare information regarding design, specifications, materials, and equipment.
2. Direct the production of construction documents, drawings, and specifications.
3. Develop budgets and schedules to meet project objectives as well as value engineering principles.
4. Organize client and team meetings.
5. Coordinate schedules and workloads.
6. Review architectural documents for potential conflict with all disciplines.
7. Generally, act as the leading individual contributor and coordinator of design problem solving.
8. Responsible for overseeing that all necessary testing is completed, and subsequent information is reported.

9. Writing Reports, Site Visits, and small-scale Project Management.
10. Visiting sites and building relationships with site managers.
11. Maintain QA/QC on Architectural and Presentation submission.
12. Communicate & Coordinate with Structural & MEP Department.
13. Updating Material Data Base and Preferred Vendor's List.
14. Filling of ISO form application and processing of suppliers for Vendor's List.

BRUNEI DARUSSALAM

Designer/Project Coordinator

Garnet Sendirian Berhad

July 2012 -, May 2013

1. Prepare information regarding design, specifications, materials and equipment.
2. Direct the production of construction documents, drawings, and specifications.
3. Prepares Detail Drawings of Aluminum Cladding and Curtain wall.
4. Prepares Cutting List of Aluminum Cladding and Curtain wall.
5. Organize client and team meetings with different nationalities.
6. Coordinate schedules and workloads.
7. Generally, act as the leading individual contributor and coordinator of design problem solving
8. Review architectural documents for potential conflict with all disciplines.

DUBAI, UAE

Interior Designer

CDB Yacht Design

May 2007 - August 2008

1. Prepares Detail Drawings of Luxurious Yachts Especially Interior designs.
2. Coordinate schedules and workloads.
3. Created unique architectural designs according to client's demand
4. Managed and anticipated inherent and unforeseen issues for minimizing risks.
5. Create and maintain records of specification and drawing.

Philippines Experiences

Designer/ Project Coordinator

Blue Steel Enterprise

Schetelig Avenue, San Pablo City, Laguna, Philippines

October 2009 -July 2012

1. Prepares Architectural plans & detail, Plumbing, Lighting & Power layout for Building Pem1its, for Bidding and for Implementation drawing using AutoCAD Application.
2. Handled Site Inspection, prepared Punch list of work and Progress Report.
3. Conducted research needed to complete architectural projects· Completed design work, including schematics.
4. Arranged Clerical Works.
5. Reviewed drawings to ensure in compliance with client's satisfaction.
6. Create and maintain records of specification and drawing
7. Handles workers on site.

CAD Designer

YYD System Interiors, Inc.

Golden Mile Business Park, Carmona, Cavite, Philippines

November 2006- March 2007

1. Prepares Detail Drawings of doors and cabinets as per specifications required for local and exports.
2. Handling Site Inspection.
3. Estimation of Materials for doors and cabinets for local and foreign clients
4. Interacting with the Production and Marketing Department.

Design Officer

SM Mart Incorporated

SM Corporate Office, Bay Boulevard Engineering & Design Department SM Central Business Park Bay City
Pasay City, Philippines
January 2005-August, 2006

1. Drafted Architectural plans & detail, Floor Covering, Lighting & Power layout for Building Permits, for Bidding and for Implementation drawing using AutoCAD Application.
2. Developed successful scheme plans and tender drawings for Department Stores and Administration Office.
3. Reviewed Utilities Plan (Mechanical, Structural, Fire Protection, Plumbing and Sanitary).
4. Prepared Key plans and Design Criteria to ensure the SM Design standards for Store consignors.
5. assigned to find local suppliers and contractors for special finishes/materials and fixtures specified by the Designer.
6. Prepared various records, specifications, data and reports.
7. Computed Floor areas or Area Tabulation for Operations & Planning Control.
8. Handled Site Inspection, prepared Punch list of work and Progress Report.

Highlighted Projects Handled

1. SM Mall of Asia, Manila Philippines Proposed Department Store
2. Residential Houses Philippines
3. Mudahashim School, Brunei Darussalam Proposed Library for Secondary Student
4. Villa Complex, Muraikh, Doha, Qatar Proposed 72 Two-Storey Villas
5. Red Line and Green Line General Buildings Doha, Qatar
6. Ministry of Civil Defense

Memberships

United Architects of the Philippines Graduate Auxiliary Qatar Chapter
Doha, Qatar
December 2013 up to present

Partial Scholar

Far Eastern University Council Organization (FEUCSO) Far Eastern University
Nicanor Reyes St., Sampaloc, Manila, Philippines June 2003 to April 2004

Megaworld Foundation College Scholarship

The World Centre, Sen. Gil Puyat Makati City, Philippines
June 2000 to April 2003

Full Scholar

Scholarship Student Awardee Far Eastern University Nicanor Reyes St., Sampaloc Manila, Philippines
March 2003

Character References

1. Salah Yousef
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Senior Project Manager

2. Tony Ross
Redco Almana
Technical Manager
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