



Jay Mark F. Tan

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Present Address
0003, Pusta Drive, Stanai, Booy,
Tagbilaran City, Bohol, Philippines

Basic Information

Age	Birth Date	Gender	Civil Status
32	December 22, 1991	Male	Single
Height (cm)	Weight (kg)	Nationality	Religion
169	80	Filipino	Roman Catholic

Work Experience

June 2022 – December 2023 (1year, 6 month)	<p>Technical Facilitator Department of Social Welfare and Development- KALAHY CIDSS Government Loon, Bohol, Philippines</p> <ul style="list-style-type: none">Facilitate the Local Government Unit by guiding and teaching the Barangay officials, Community Volunteers, about DSWD KALAHY-CIDSS process, from process of Identifying their Sub-Project to Procurement process, up to the process of Implementation, and lastly the process of Turnover of Sub Project to the Barangay Local Government Unit, in line with the principle of DSWD KALAHY-CIDSS
June 2021 – June 2022 (1year, 1 month)	<p>Senior Architect Oculus Constructores y Desarrollo Corporation Construction/Planning/ Engineering Alona Land Building, Ubujan, Tagbilaran City, Bohol</p> <ul style="list-style-type: none">Designed Architect (residential, Commercial and Subdivision plan)Site Architect
November 2019 – June 2021 (1year, 7 month)	<p>Junior Architect Oculus Constructores y Desarrollo Corporation Construction/Planning/ Engineering Alona Land Building, Ubujan, Tagbilaran City, Bohol</p> <ul style="list-style-type: none">Designed Architect (residential, Commercial and Subdivision plan)Site Architect

May 2019 – Nov. 2019 (7months)	Architect Private Practice Architectural Services Agusan Del Sur <ul style="list-style-type: none"> Designed Residential Building Project Supervisor
July 2017 – May 2019 (1year, 10 months)	Site Supervisor / Designer Glen Miguel Construction Construction/Building/Engineering Pasig City, Manila, Philippines <ul style="list-style-type: none"> EL NIDO, PALAWAN project – MEPFS Site Supervisor CAVITE project – Site Supervisor MAKATI project – Site Supervisor, Designer, LAGUNA project – Designer, Site Supervisor
November 2015 – August 2016 (9 months)	Architect Apprentice/Site Supervisor Design ME Architects Architectural Services Tagbilaran City, Bohol, Philippines <ul style="list-style-type: none"> MALAYBALAY, BUKIDNON project - Drafting Works, Site Supervisor, purchase project materials Cad operator, Renderer
Jan. 2015 – May 2015 (5 months)	Architect Apprentice G Works Architectural Services Architectural Services Tagbilaran City, Bohol, Philippines <ul style="list-style-type: none"> Cad Operator 3D design / 3D renderer Planned and Designed Small Spaces

Educational Attainment

June 2009 - October 2016	Bohol Island State University BS Architecture
June 2005 – March 2009	Trento National High School High School Diploma

Licenses / Certifications

February 18, 2019	License Architect 45569
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Government Documents

Passport	ID Number: P0725948B Place of Issue: DFA NCR EAST Date of Expiration: February 18, 2029
Driver’s License	ID Number: G03-15-0006111 Date of Expiration: December 22, 2032

Trainings / Seminar

April 20, 2024 – April 20, 2024	THE PRACTICE OF CONSTRUCTION PROJECT MANAGEMENT: GUIDE FROM PLANNING TO COMPLETION ZOOM VIDEO CONFERENCE/ PROGRAM ACCREDITATION NO. ARC-2021-032-1006
June 24, 2023 – JUNE 24, 2023	BATAS PAMBANSA BILANG 344 CPD SEMINAR JJ'S SEAFOOD VILLAGE, TAGBILARAN CITY / UNITED ARCHITECT OF THE PHILIPPINES
November 28, 2022 – November 30, 2022	ENGINEERING AND PROCUREMENT FIELD VISIT AND TECHNICAL SESSION DSWD-KALAHI CIDSS REGION VII
September 6, 2022 – September 8, 2022	ORIENTATION ON PHILIPPINE GREEN BUILDING DSWD-KALAHI CIDSS REGION VII
August 23 2022 – July 26, 2022	PROJECT MANAGEMENT TRAINING FOR ACT-TWG (GROUP1 AND GROUP 2 RETAINED) REYNA'S THE HAVEN AND GARDENS, TAGBILARAN CITY / DSWD-KALAHI CIDSS REGION VII
July 27 2022 – July 29, 2022	Capability Building Activity on Preparation of Technical Documents for Engineer One Central Hotel, Cebu City / DSWD-KALAHI CIDSS REGION VII
April 9, 2022 – April 9, 2022	Through The Lens: Photography for Beginners and Enthusiasts Webinar PRC Accredited No. ARC-2021-032-376
August 16, 2021 – August 20, 2021	Beginner to Advance Premiere Pro Video Editing Training Graphics Media Training Philippines
July 20, 2018 – July 20, 2018	Negotiating for Result Joey Mallari F1 Hotel, BGC, Taguig, Metro Manila
March 22, 2018 – March 25, 2018	Construction Occupational Safety and Health Training Course Rogelio J. Custodio Makati Development Corporation On-Site Office, El Nido, Palawan

Skills

AutoCAD / Sketch Up / Photoshop / Lumion / MS Word (Excel, Word, Power Point) / Can Work Under pressure (Sometimes) / can do Payroll / Good Driver

Languages

English / Tagalog / Bisaya

Character References

Engr. Christopher V. Sanchez

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