



MARIBEL CORCINO

AUTOCAD OPERATOR

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Address: City of San Pedro, Laguna, Philippines

Professional Summary

Dedicated and highly skilled Field Architect with over 6 years of experience in residential fit-out, overseeing the construction of mixed-use residential buildings and creating detailed technical drawings using Autocad software. Skilled in collaborating with cross-functional teams to deliver projects from concept to completion while exceeding client expectations.

Work Experience

Field Architect

Nov 2022 – Sept 2024

Park Central Towers | Makati City

Makati Development Corporation

- Site supervision of Architectural fit-out and monitors sub-contractors work activity.
- Produced work permits, and handover documents thru Procore.
- Prepared schedule of works, quantity estimate, and site instructions.
- Provided technical support, as-built drawings during the construction phase.
- Oversee and inspect all architectural work and ensure that installation activities comply contractual obligations and quality control standards.
- Follow up with the sub-contractors and support in coordinating with issues and concerns for resolution and to ensure progress on site.
- Checking on approved revisions and transmittals to ensure quality compliance of the Project.
- Conducted joint inspections to check for any punchlist to be done.
- Reporting to Supervisor for the updates of daily monitoring and accomplishments report of the project.

QAQC

Jan 2022 – Aug 2022

Superior BT Holdings Inc. | Muntinlupa City

- Prepares Pre-Bid Plans and Bidding Documents.
- Conduct site visit and Prepares As-built Plans for on-site offices & Punch listing of Office fit-out.
- Utilizes Cad Architectural shop drawings for offices layout plan.
- Produced 2D Cad Floor plans and perspective for pre-design of site development plan for Hospital project.
- Attended Bid meetings with respective Client and Owner.

Project-in-Charge cum QAQC

Jun 2019 – Jan 2022

Cheer Residences | Bulacan

FC Dela Cruz Construction & Concepts Inc.

- Site supervision of Architectural fit-out, Hardscape structures for landscaping and monitoring of manpower activities.
- Prepared weekly accomplishment report, monthly billing & cost estimates for materials.
- Produced Architectural 2D Cad shop drawings for consultant's approval
- Provided technical support, as-built drawings during the construction phase.
- Produced complete set of plans for building permit using Autocad.
- Managed and conduct final Inspection prior to Turn-over of units.
- Attended weekly technical meeting with owner & other trades.
- Performs work inspection request and material inspection request on a daily basis.
- Reviews and interpret discipline design drawings and specifications to ensure current revision level and correct technical execution of the work.
- Conducted joint functionality inspection with other trade on site.
- Produced handover and Inspection work request documents.

Autocad Operator

Sept 2018 – May 2019

The Emerald Resort Hotel and Casino | Cebu

Terp Asia Construction Corporation

- Produced Structural shop drawings: Rebar Cutting list: Slabs & Beams.
- Conducted site visit to develop detailed and precise design drawings including floor plans, elevations and sections.
- Produced Cad detail structural and architectural shop drawings for design revisions to support technical changes on site.
- Update monitoring of uploaded revise and resubmit drawings based on consultant's approval thru Aconex.
- Interpreted technical drawings, schematics and computer-generated reports to make revisions to CAD drawing.

Education

Bachelor of Science in Architecture

University of Antique

June 2013- April 2018

Skills

- Skilled Collaborator
- Rapid and Adaptive
- Effective cross functional communicator
- Solution oriented Professional
- High achiever
- Proficient in 2D Autocad
- Basic Knowledge in 3D Autocad
- Skilled in Sketch-up, and Lumion
- Proficient in Microsoft Office (Word, Excel, Power point, Outlook)
- Procore

Languages

- English
- Tagalog

References

Kirby Jean Paje

Makati Development Corporation/ HR Officer

Phone: +639469843552

Rachel Anne Gime

Superior BT Holdings Inc./ HR Officer

Phone: +639554886203

Fernando Dela Cruz Jr.

FC Dela Cruz Construction & Concepts Inc. / GM

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Ar. Anne Marie Moscoso

Terp Asia Construction Corporation / Architectural Staff

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