

## **Ar. Carmela S. Tandoc**

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### **Licensed Architect**

### **About**

Highly motivated and licensed architect with **almost 3 years of experience** seeking a dynamic firm that offers challenging roles to further develop my skills. As a dedicated and detail-oriented professional, I provide personalized attention to each project, ensuring timely completion and exceptional results. With a strong passion for innovative design and problem-solving, I am committed to delivering high-quality work that exceeds expectations.

### **Education**

#### **MAPUA UNIVERSITY**

Bachelor of Science in Architecture

Intramuros, Manila

September 2020

#### **PHILIPPINE SCHOOL DOHA**

Primary – Secondary

Doha, Qatar

### **Experience**

#### **Hyundai Engineering & Construction co. ltd**

Draftsman/ Quality Assurance

Lusail, Qatar

December 2020, February 2022

#### **Project: Lusail Plaza Towers Plot C & D**

- Utilized AutoCAD to prepare drawings and as-built survey reports as an Auto CAD Draftsman, highlighting technical skills.
- Collaborated with designers, architects, engineers, and consultants to efficiently resolve planning and construction issues, demonstrating ability to work effectively with stakeholders.
- Prepared tracking progress for pre and post pour reports, ensuring accurate tracking and monitoring of project progress.
- Communicated with production team about quality issues with regards to structural, architectural, ensuring effective communication and collaboration.
- Collaborated with designers and engineers to resolve issues with inspections, demonstrating ability to work effectively with cross-functional teams.
- Prepared documentation for Mock-Inspection with Client, demonstrating ability to prepare for and facilitate inspections.
- Prepared tracking reports for Architectural installations and structural concreting, ensuring accurate tracking and monitoring of project progress.
- Attended workshop training, demonstrating commitment to ongoing learning and professional development.
- Maintained electronic copies of records in Oracle Aconex Middle East to document completed inspections, ensuring accurate record-keeping and attention to detail.

#### **MANA Consultancy Inc.**

Architectural assistant/ Project Coordinator

Project: Residential, Resorts, Events Hall

San Juan, Manila

April 2022 – June 2023

- Utilized AutoCAD, SketchUp, and Photoshop to create visually appealing presentations and drawings, highlighting technical skills.
- Conducted thorough research and evaluation of structural materials to determine their suitability for projects, considering factors such as strength, durability, cost, and sustainability, and presented findings to inform project decisions.

- Coordinated a bidding process for a Café and Restaurant project in Laguna, demonstrating project management skills.
- Conceptualized and developed innovative design solutions for Resorts, leveraging creativity to bring ideas from concept to reality, and ensuring designs met client needs.
- Collaborated with various engineers (sanitary/plumbing, electrical, civil, and mechanical) to ensure comprehensive project planning and execution.
- Accompanied owners to showroom visits, providing personalized attention and support.
- Conducted regular site visits (5 times a week) to ensure quality control and reported findings to senior architect, showcasing attention to detail and ability to work independently.
- Prepared and maintained a monthly punch list to track project progress, ensuring timely completion of tasks.
- Prepared schedules and tracking reports for deliveries and installation of OSM, ensuring efficient project execution.
- Managed financial aspects of projects by preparing monthly bills for contractors and estimates for senior architect, highlighting financial management skills.
- Facilitated communication with sub-contractors and suppliers through regular meetings, demonstrating strong interpersonal skills.
- Developed and presented design concepts for a residential project in Makati and a beachfront development in Boracay, showcasing creativity and presentation skills.
- Documented and prepared RFIs and RFAs for senior architect, ensuring accurate and timely communication.
- Revised and prepared construction drawings and detailed drawings for various projects, including residential, beachfront, and commercial developments, demonstrating technical expertise.
- Conducted weekly site visits and wrote reports for senior architect and documentation, ensuring project progress and quality control.
- Led weekly meetings with contractors to track project progress, demonstrating leadership and project management skills.

## **TRILOGY PH**

**Junior Architect**

**Project: Luxury Residential Projects**

**San Juan, Manila**

**June 2023 – November 2023**

- Utilized Revit and D5 render to create high-quality presentations and construction drawings, further showcasing technical skills.
- Prepared construction drawings and detailed drawings for high-end residential projects in Batangas and Bataan, demonstrating expertise in luxury residential design.
- Developed design concepts for a residential project, applying creativity and problem-solving skills to deliver innovative solutions.

## **Trainings and Activities**

**MST Connect**

**Manila, Philippines**

**2022-2024**

- MST Connect: Read and Interpret Construction Drawings and specifications
- MST Connect: Manual Construction Building Estimate with aid of Microsoft Excel and AutoCAD
- MST Connect: Construction Project Management
- Microcadd Institute Inc.: Revit Architecture Building Information Modeling for Architecture Discipline

## **Skills**

- AutoCAD
- Revit Architecture
- SketchUp Pro 2021
- Lumion
- Procreate
- D5 render