



# MELISSA G. CRUZ

## ARCHITECT/AUTOCAD DESIGNER

### EDUCATION

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#### ADAMSON UNIVERSITY

2003 - 2008

Bachelor of Science in Architecture;

**Board passer** – Architectural Licensure Exam (Philippines, June 2011)

#### ST. MARY'S ACADEMY

1999 - 2003

Secondary Education

#### ST. MARY'S ACADEMY

1993 - 1999

Primary Education

### OBJECTIVES

Deeply self-driven, hard-working and results-oriented; I am seeking for a position in the architecture & interior design industry where I can utilize my education and professional skills and can offer advancement opportunities.

### CONTACT

MOBILE :  
+974 5015 9640

WEBSITE:

**Design Portfolio :**

<https://mgcruz.pb.design/>

EMAIL:

m.g.cruz.mc@gmail.com

### JOB DESCRIPTION

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- Utilize Project Conceptualization & Design to generate detailed CAD drawings for architectural & fit-out projects
- Develops material specifications in coordination with head designers
- Architectural & Interior Design input
- Encodes architectural, structural & other technical drawings in Autocad
- Generating detailed shop drawings for site coordination
- Drawing revisions as per as built / Site coordination
- Site visit & supervision
- Assisting & coordinating with QS & Procurement for project requirements

### WORK EXPERIENCE

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#### THE CLASSICAL PALACE, Doha Qatar AUTOCAD DESIGNER

December 08, 2019 – Present

##### **Complete Interior Drawing Package**

- Nasser Al Ghanem Villa, 2024
- Rawdat Al Hamama Villa, 2022
- Sheikha Naela Villa (Hall), 2023
- Patina office layout, Lusail, 2023

##### **Architectural & Interior Design Concepts / Planning**

- Horse Stable designs for various projects
- Proposed GF+FF+PF Villa, 2023
- Women Spa, Al Mirqab Complex, 2024
- Café design proposal, 2022

#### IMAR TRADING & CONTRACTING W.L.L., Doha Qatar ARCHITECT

Aug 20, 2017 – April 29, 2018

Qatar Rail Metro Project – Gold Line

## **THE CLASSICAL PALACE, Doha Qatar**

### **AUTOCAD DESIGNER**

April 25, 2012 – July 31, 2017

#### **Complete Interior Drawing Package**

- Msheireb Hotel Project, 2014
- Zubarah Hotel, 2013
- Shk. Mansoor Khalifa Al Thani Villa, 2012
- Ghanim Al Kuwary Villa, 2014
- Lusail Villa, 2015
- Al Bishri Villa, 2016
- Lusail Villa Majlis Extension, 2016-2017

#### **Architectural Design Concept / Planning**

- Ain Khalid Villa, 2017
- Khalid Al Mannai Villa, 2014
- Nasser Al Khulaifi Villa, 2014
- Saleh Al Mouhannadi Private Palace, 2015

#### **Others**

- Al Sulaity Villa, 2013
- Iranian Restaurant, 2013
- Home cinema and swimming pool curtains at Vip Villa West Bay Lagoon, 2013
- Qatar Tennis Federation Phase-2, 2015

## **KAJIMA PHILIPPINES INC., Makati, Philippines**

### **AUTOCAD OPERATOR**

July 21, 2008 - January 31, 2012

#### **Complete Architectural Drawing Package / Design Planning & Concept**

- YAMAHA Philippines Inc.
- B/E Aerospace Philippine Manufacturing Facility
- RAMF Project (Ford Motors) - Thailand
- Honda Philippines Inc.
- Arkray Industry Project

## **SKILLS**

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- Exceptional knowledge in manual drafting & AutoCAD (2D) procedures & techniques for architectural & fit-out projects
- Interior design & Architectural inputs
- Excellent reading comprehension ability for construction drawings
- Outstanding ability to create drawing details from as-built conditions
- Sketchup for 3d conceptualization
- Strong proficiency in Microsoft office
- Basic Adobe Photoshop (presentation)