

RUTH S. FILIPINO



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Doha Qatar

EDUCATION

Bachelor of Science,
Architecture
**Polytechnic University of
The Philippines**, Sta. Mesa,
Philippines
March 2003

LANGUAGES

Tagalog - Native language
English

PERSONAL INFORMATION

VISA – Husband Sponsor
Age – 42 years old
Marital Status – Married

SKILLS

AutoCAD Proficiency

Interior Design

Working drawings and procedures

2D and 3D Modeling

Interior Architectural Detailing

SketchUp

Graphic Design

Graphic Presentations

Model Making

Drafting

Design Presentation

Sketching

Adobe Photoshop

WORK HISTORY

February 2018 - October 2018

Domus Italia LLC - Interior Design Draftswoman, Doha, Qatar

- Utilized advanced software programs such as AutoCAD, SketchUp, and Adobe Creative Suite for accurate representation of design ideas.
- Designed functional and visually appealing residential interiors, demonstrating attention to detail and creativity.
- Improved project efficiency with thorough communication among team members during all stages of the design process.
- Increased referral rates by consistently delivering high-quality designs that exceeded client expectations.
- Collaborated with architects to ensure seamless project execution, meeting deadlines and budget constraints.
- Continually updated knowledge on industry trends and best practices through ongoing research, networking events, and workshops.

July 2012 - March 2013

Palmera Agriculture Business - AutoCAD Operator, Doha, Qatar

- Ensured compliance with industry standards and codes through meticulous attention to detail in drafting processes.
- Helped drive innovation within the company through continuous exploration of new AutoCAD features and techniques.
- Streamlined design processes with the development of standardized templates and drawing packages.
- Supported project managers in meeting deadlines through timely completion of assigned tasks related to CAD drawings.
- Collaborated with project teams to ensure accurate representation of design intent in final drawings.
- Enhanced project efficiency by creating and updating AutoCAD drawings for various engineering projects.
- Developed CAD drawings from hand sketches, verbal instructions, and site visits.

- Modified designs to correct operating deficiencies and reduce production problems.
- Drafted and revised CAD drawings to meet client specifications.
- Followed strict safety guidelines when producing drawings.

November 2007 – December 2011

Aecom Middle East - AutoCAD Operator, Doha, Qatar

- Prepared technical drawings and construction plans for different types of structures.
- Coordinated and communicated with architects and engineers to ensure quality assurance for project completion.
- Provides final drawing including technical details, such as dimension, materials to be utilized, etc.
- Developed CAD drawings from hand sketches, verbal instructions, and site visits.
- Followed strict safety guidelines when producing drawings.
- Maintained up-to-date knowledge of industry best practices, contributing to a high standard of excellence in all completed projects.

June 2005 - June 2007

Planning Resources And Operation System - AutoCAD Draftsman, Philippines

- Collaborated with design and engineering staffs to solve AutoCAD and [\[Software\]](#) related issues.
- Optimized workflow within the department by regularly maintaining CAD equipment, software, and related tools.
- Reviewed specifications to generate complex details of individual system components.
- Used computer-aided design software to prepare blueprints and schematics.
- Demonstrated adaptability by quickly learning and implementing new drafting technologies and techniques as they became available.
- Reduced errors on project designs by thoroughly checking dimensions, materials, and specifications before submission.
- Aided in identifying potential design issues through meticulous attention to detail during the drafting process.
- Worked with architects, engineers and customers to efficiently resolve planning and construction issues.
- Contributed to successful project completion by providing timely and accurate drafting support to the engineering team.
- Elevated client satisfaction rates with exceptional responsiveness in addressing feedback on drafts promptly while incorporating necessary changes according to specifications provided from clients.
- Enhanced design accuracy by diligently reviewing and updating AutoCAD drawings for various projects.
- Consulted with architects, customers and vendors regarding project scope and milestone dates.
- Maintained a high level of accuracy in all drafted documents, leading to fewer revisions needed throughout the life of a project.
- Supported team members in understanding complex design concepts by creating visual aids using AutoCAD software.

- Collaborated with engineers to develop accurate and detailed technical drawings for construction projects.
 - Interpreted technical drawings, schematics and computer-generated reports to make revisions to CAD drawings.
 - Developed CAD drawings from hand sketches, verbal instructions, and site visits.
 - Utilized AutoCAD and other software to create detailed drawings.
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CERTIFICATIONS

- AutoCAD 200 Training - Informatics Institute of Technology, Philippines