



# RALPH MARVINE TANDOGON

REGISTERED AND LICENSED ARCHITECT

## WORK EXPERIENCE SUMMARY

**I am a Registered and Licensed Architect with a versatile background spanning over 7 years. Throughout my career, I have assumed various pivotal roles including Project-in-charge Architect, QAQC Role, Inspector, Fitout Supervisor, Joinery Supervisor, Designer, Draftsman, and Assistant Project Manager. This diverse experience has equipped me with a comprehensive understanding of the architectural process from conception to completion..**

**I am keen to look for long term job that will help my professional growth. I believe that my experience and my skills could fit for your desired employee.**

## WORK RELATED EXPERIENCE

### Senior QAQC Inspector

Elegancia Group – July 2024 – Present

- Ensures that work/projects are delivered based on good work practices and project specifications
- Oversee the implementation and maintenance of quality management systems, procedures, and standards to ensure compliance with regulatory requirements and industry best practices.
- Develop inspection plans, checklists, and procedures for quality control activities
- Conduct regular quality audits and inspections of work processes, materials, and products
- Identify and document defects, deviations, and non-conformities during inspections, and collaborate with project teams to implement corrective and preventive actions.
- Maintain accurate records and documentation of inspection activities, including reports, findings, and corrective actions taken
- Collaborate with project managers, clients, and stakeholders to address quality-related issues and concerns, ensuring customer satisfaction and maintaining positive relationships with clients.

## PROJECT HANDLED

ECS Future School – Education City Stadium, Qatar

Sindalah Project – Sindalah Island, NEOM Saudi Arabia

### Architect

Q Builders – February 2023 – July 2024

- Designing, 3D modelling and Shop drawing
- Coordination with the Operation Manager for the operations plan
- Managing and Supervision of manpower and their work
- Inspecting and checking the quality of works most likely Fit-out works

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Tandoгон



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## AREAS OF INTEREST:

- *Architectural Designs*
- *Fit-out Construction*
- *Project Management*
- *Quality Control*
- *Architectural Drafting*
- *Interior Design*
- *Urban and Environmental Planning*

## Personal Information

Date of Birth: January 3, 1996  
Age: 28

Place of Birth: Makati, Philippines  
Status: Single



## PERSONAL SKILLS AND COMPETENCIES

- *Proficient with SketchUp; and knowledge of Lumion Application*
- *Having the ability to think and create in three dimensions.*
- *Able to work as part of a team or individually.*
- *Ability to prioritize and plan effectively.*
- *CAD proficient and have good design & technical skills.*
- *Flexible and willing to travel.*
- *An ability to withstand a pressured team.*
- *Ensuring confidentiality at all times.*
- *Able to communicate effectively both verbally and in writing*
- *Competent with dealing with letters, emails and telephone queries.*

## PROFESSIONAL QUALIFICATION:

- **Registered and Licensed Architect**  
Board Passer – 2019
- **BS Architecture**  
Graduate – 2017

- Maintaining and ensuring compliance
- Evaluate shop drawings for any necessary adjustments then coordinate if there's any
- Construction Planning and Scheduling
- Material Control
- Procurement processing
- Site Visiting for prospect projects
- Organizing of Data and Tracking records
- Carpentry and Joinery Works Monitoring and Supervision

## PROJECT HANDLED

QPMC Al Awalia Office – Burj Marina Tower, Lusail Qatar  
Private Residential Villa – Rawdat Al Hamama, Qatar  
Private Residential Villa – Al Sakhama, Qatar  
Paris Saint Germain PSG Booth/Kiosk – Lusail Vendome Mall  
Al Meeza Booth (Web Summit Qatar) – DECC, Westbay Qatar  
Mudaraj Al Anabi Office – Burj Marina Tower, Lusail Qatar  
Nabati Farm Office – Mukaynis, Qatar

## FIFA Fleet Operations Supervisor - Transportation

United Manpower Solutions – October – December 2022

### FIFA World Cup Qatar 2022 Project

Doha, Qatar

- Managing and Supervision of 71 Fleet Operations Transportation Staff
- Managing and Supervision of 198 Drivers for Teams and Referees clients.
- Performing in-person and phone calls with clients and staffs.
- Coordinating with the Q22 FIFA Managers, TPT Officer, Hotel-in-Charge and Fleet Operation Managers
- Planning and Organizing workflow
- Maintaining relationships with both internal and external clients to ensure staffing goals are achieved
- Setting goals for performance and deadlines in ways that comply to plans and visions

## FIFA HR Recruitment

United Manpower Solutions – August 2022 – September 2022

### FIFA World Cup Qatar 2022 Project

Doha, Qatar

- Screening resumes
- Performing in-person and phone interviews with candidates
- Performing reference and background checks
- Coordinating interviews with the hiring managers
- Following up on the interview process status
- Maintaining relationships with both internal and external clients to ensure staffing goals are achieved
- Communicating employer information and benefits during screening process



#### **EDUCATION:**

- **FAR EASTERN UNIVERSITY – MANILA**  
BS Architecture 2012-2017
- **PACO CATHOLIC SCHOOL**  
Paco, Manila  
Secondary Education 2009-2012
- **PACO CATHOLIC SCHOOL**  
Paco, Manila  
Primary Education 2003-2009

#### **PROFESSIONAL MEMBERSHIP AND AFFILIATION:**

- **United Architects of the Philippines**  
2019-Present

#### **ACHIEVEMENTS, SEMINARS AND TRAININGS:**

- UPDA Reviewee 2024
- FIFA World Cup Qatar 2022 Certificate
- Social Media Specialist Trainee by BEONE Marketing Company
- CPD Seminar: Post Earthquake Structural Analysis by UAP QC Chapter
- Second Honorable Mention 2012 Paco Catholic School
- Loyalty Awardee 2012 Paco Catholic School
- Achiever 2008-2012 Paco Catholic School

#### **QAQC / Project in Charge – Architect**

Devex Inc. – September 2020 – October 2021

- Inspecting and checking the quality of Architectural works most likely Fit-out works
- Incoming and Outgoing Material approval
- Preparation of documents such as inspection process, detailed reports and performance records
- Running Test, keeping record of defects or we call it a punchlisting and giving a recommendation for improvement measures
- Coordination with the Project Manager for the operations plan
- Managing and supervision of manpower and their works
- Inspecting and checking the quality of Architectural works
- Preparation of documents such as inspection process, detailed reports and performance records
- Oversee the design and construction operations to ensure timely and profitable completion
- Evaluate shop drawings for any necessary adjustments then coordinate if there's any

#### **PROJECT HANDLED**

My Town Los Angeles Dormitory – Kalayaan Ave. Makati Philippines  
Milkfish Processing Plant – Catmon Malabon, Philippines

#### **Quality Assurance and Quality Control – Architect**

Crimson Group Inc. – October 2019- March 2020

#### **Okura Hotel Architectural Fit-out Project**

Resorts World New Port Manila, Philippines

- Ensuring the quality considering the deadlines and satisfaction of the Owner/Customer
- Incoming and Outgoing Material approval
- Preparation of documents such as inspection process, detailed reports and performance records
- Running Test, keeping record of defects or we call it a punchlisting and giving a recommendation for improvement measures
- Inspection and Site Monitoring
- Coordinating with the sub-contractors or third party and other related departments
- Maintaining and ensuring compliance
- Handover/Turnover of area or scope of works

#### **Project in Charge – Architect**

Schematics Const and Dev't Corp – June 2017- June 2019

#### **S-Residence Condominium by SMDC Project**

MOA Complex Pasay, Philippines



#### REFERENCE:

**ENGR. QUEEN VILLANUEVA**  
ELECTRICAL ENGINEER –  
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**ENGR. JOHN NACIONALES**  
QAQC SUPERVISOR, DEVEX INC  
Contact no.: 09088760397

**INJII GARCIA**  
OPERATION MANAGER,  
SCDC  
Contact no.: 09178560462

- Oversee the design and construction operations to ensure timely and profitable completion
- Coordination with the Project Manager for the operations plan
- Preparation of documents such as progress monitoring, method statements and detailed reports
- Evaluate shop drawings for any necessary adjustments then coordinate if there's any
- Attending of meetings, walk thru and site monitoring
- Coordinating with the sub-contractors or third party and other related departments
- Managing and Supervision of manpower and their works
- Ensuring they meet health and safety compliance by coordinating with the safety officers
- Anticipating of Materials or what is needed for the operation works
- Coordination with other Contractors, Designer, Project Management or Owners regarding the procedures or problems needed to resolve
- Handover/Turnover of area or scope of works

#### **Project in Charge – Architect**

Schematics Const and Dev't Corp – June 2017- June 2019

#### **BDO Bank Architectural Fitout Project** TV5 Media Center Mandaluyong Branch, Philippines

- Preparation of Construction plans and other documents
- Preparation of Material samples to be submitted to the owner for approval
- Oversee the design and construction operations to ensure timely and profitable completion
- Coordination with the Project Manager for the operations plan
- Preparation of documents such as progress monitoring, method statements and detailed reports
- Evaluate shop drawings for any necessary adjustments then coordinate if there's any
- Attending of meetings, walk thru and site monitoring
- Coordinating with the sub-contractors or third party and other related departments
- Managing and Supervision of manpower and their works
- Ensuring they meet health and safety compliance by coordinating with the safety officers
- Anticipating of Materials or what is needed for the operation works
- Coordination with other Contractors, Designer, Project Management or Owners regarding the procedures or problems needed to resolve
- Running Test, keeping record of defects and manage solving that is needed to be rectified
- Preparation of documents needed for final handover
- Handover/Turnover of area or scope of works