



LEVINIE O. MARQUEZ

AutoCAD Operator/Draftsman

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📍 Quirangay Camalig, Albay

"Without guidance, plans fail, but with enough counsel, they succeed."

PROFESSIONAL PROFILE:

AutoCAD Operator/Draftsman with two years of diverse job experience in a telecommunications firm and construction industry. Give administrative assistance in drawing and converting designs into technical plans.

PROFESSIONAL SKILLS:

- Proficient in AutoCAD, Sketch Up, V-ray and Enscape
- Able to draft Architectural plans and 3D perspectives
- Interpret Technical drawings
- Strong attention to details
- Able to work with minimum supervision.

PROFESSIONAL QUALIFICATIONS AND CERTIFICATIONS:

- National Certificate II in Technical Drafting

Certificate No. 18051702014006

Core competences

- Draft architectural layout and details
- Prepare computer Aided drawings

EDUCATIONAL BACKGROUND:

Bachelor of Science in Industrial Education (BSIE) | 2015-2019

Major in **Drafting Technology**

Bicol University, College of Industrial Technology

Legazpi City, Albay, Philippines

PROFESSIONAL EXPERIENCE:

Job Title : Outside Plant Management System (OSPMS) Uploader
Period : 08 August 2023 - Present
Employer : SUNGIL Philippine Corp.
Location : Unit 1402, Centerpoint Bldg. Ortigas Center, Pasig City
Project : GLOBE Maintenance Project
PM GRID Uploading
NFI ODF Audit Uploading

Duties and Responsibilities:

- OSPMS AFI/Redline uploading for various projects.
- Handle/compile documents needed in OSPMS uploading such as, Redline/ As-Built, Splicing details, FTP, Topology, and others.

Job Title : **CAD Operator/ Outside Plant Management System (OSPMS) Uploader**
Period : 13 Feb 2021 - Present
Employer : **Arkone Solutions Inc.**
Location : Office - Alabang, Muntinlupa City (Work from Home)
FTTH AFI / Redline Project
MILO Project
NAP Augmentation
Lastmile Project

Duties and Responsibilities:

- Conduct User Acceptance Test (UAT)
- OSPMS AFI/Redline uploading for various projects.
- Handle/compile documents needed in OSPMS uploading such as, Redline/ As-Built, Splicing details, FTP, Topology, and others.
- Prepare As-built plans.

Job Title : **AutoCAD Operator/ Draftsman**
Period : March, 2020 – June 2020
Employer : **Protemps, Inc.**
Location : Makati City
Project : **FACTSET PHILIPPINES INC. OFFICE FIT-OUT**

Duties and Responsibilities:

- Prepare as-built drawings in accordance with the requirements of the architects/engineers.
- Provide administrative support in drawing management.
- Conduct data gathering on site for feasibility and limitations.
- Review data from engineers to ensure that they conform to design plans.
- Revise drawings and layouts to accommodate changes and enhancements.

Job Title : **AutoCAD Operator/ Draftsman**
Period : December, 2019 – February, 2020
Employer : **Impedanz Review Center**
Location : Calamba, Laguna

Duties and Responsibilities:

- Prepare as-built drawings for building permits.
- Prepare Architectural and Electrical Plans.
- Gather data on site for feasibility and limitations, and create a preliminary sketch during site inspections.
- Provide administrative support in drawing management to my senior Draftsman
- Create and render 3D perspectives using Sketch Up, V-ray and Enscape.
- Attend client meetings to discuss proposal plans and presentations.
- Conduct basic AutoCAD training.

Job Title : **AutoCAD Operator/ Draftsman - OJT**
Period : November, 2017 – March, 2018
Employer : **HUMANO Construction and Supply**
Location : Legazpi City

Duties and Responsibilities:

- Prepare Architectural and Electrical Plans.
 - Gather data on site for feasibility and limitations, and create a preliminary sketch during site inspections.
 - Assist my senior Draftsman with administrative duties related to drawing management.
 - Check on and assist with construction supply delivery on project sites.
 - Attend client meetings to discuss proposal plans and presentations.
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PERSONAL INFORMATION:

Age : 26
Date of Birth : August 17, 1998
Place of Birth : Albay, Philippines
Citizenship : Filipino
Civil Status : Single
Height : 5'6"

I do hereby declare that all the information given above is true to the best of my knowledge and belief.


LEVINIE O. MARQUEZ