



# CARMELA TANDOC

Junior Architect  
Licensed Architect in Philippines

+ 974 7139 8332

carmelatndc@gmail.com

Hakeem Bin Hazm St., Umm  
Ghwalina, Doha Qatar

## EDUCATION

**Bachelor of Science in  
Architecture**  
Mapua University

2015-2020

**Primary, Secondary &  
Tertiary**

Philippine School Doha

2011 - 2015

## SKILLS

### AUTOCAD



### REVIT



### PHOTOSHOP



### SKETCHUP



### LUMION



### D5 RENDER



## LANGUAGE

English

## About Me

Highly motivated and licensed architect in the Philippines with almost 4 years of combined experience in Doha and Manila. I am seeking a dynamic firm that offers challenging roles to further develop my skills. As a dedicated professional, I provide personalized attention to each project, ensuring timely completion. With a strong passion for design and problem-solving, I am committed to delivering high-quality work that exceeds expectations.

## WORK EXPERIENCE

### Oct 2024- present

Erga Qatar, Arcthitecture and Engineering

### Architectural Draftsman

Project: Lusail Tower & Podiums

- Developed schematic designs into detailed shop drawings using AutoCAD
- Coordinated with electrical engineers to integrate lighting layouts, smoke detectors, speakers, strobes, security systems, Wi-Fi, and camera placements.
- Collaborated with MEP (Mechanical, Electrical, and Plumbing) teams to ensure design consistency across disciplines.
- Developed ceiling design sections and proposals based on architectural sketches.
- Utilized AutoCAD to produce accurate floor plans, sections, and detailed drawings for architectural projects.
- Organized and managed drawing printouts for internal reviews and team discussions.
- Communicated regularly with mechanical and electrical engineers to align design decisions and resolve conflicts.
- Designed and documented toilet room layouts, including fixture placement and detailed elevations.
- Prepared construction-ready meeting room drawings with accurate detailing for partitions, lighting, and equipment placement.

+ 974 7139 8332

carmelatndc@gmail.com

Hakeem Bin Hazm St., Umm  
Ghwalina, Doha Qatar

## SKILLS

### AUTOCAD



### REVIT



### PHOTOSHOP



### SKETCHUP



### LUMION



### D5 RENDER



## HOBBIES

Reading

Long walks

Photography Black & White

Digital Art

Pixel Art

Boxing

Driving

## WORK EXPERIENCE

### June 2023 - Nov 2023

Trilogy PH

Junior Architect

Hight-end residential houses

- 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.

### April 2022 - June 2023

MANA Consultancy Inc.

Architectural assistant/ Project Coordinator

Residential Houses, Cafe, Events Center

- Utilized AutoCAD, SketchUp, and Photoshop to create visually appealing presentations and drawings, highlighting technical skills.
- 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.



+ 974 7139 8332



hello@reallygreatsite.com



123 Anywhere St., Any City, ST 12345

## SKILLS

### AUTOCAD



### REVIT



### PHOTOSHOP



### SKETCHUP



### LUMION



### D5 RENDER



## HOBBIES

Reading

Long walks

Photography Black & White

Digital Art

Pixel Art

Boxing

Driving

## WORK EXPERIENCE

### December 2020 - February 2022

Hyundai Engineering & Construction Co. Ltd

Draftsman/ Quality Assurance

Lusail Towers

- 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.