

JENNE VEE RAGUDO ODASCO

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Address : Doha, Qatar

Career Objective

To enhance and practice my skills, capabilities and potentials in the company wherein advancement is emphasized in coping up with the demands of the changing times. And to be part of a company that gives equal opportunity and allows me to move upward.

Qualification Summary

- ✓ Worked in Philippines, Dubai, Abu Dhabi UAE and Doha Qatar as Senior CAD Operator.
- ✓ With 23 years experienced in consultancy and construction.
- ✓ Can be assigned in Architectural, Structural MEPS & Interior drawings.
- ✓ With applied technical skills in Drawing, and Drafting.
- ✓ Good communication skills both oral & written.
- ✓ Ability to lead, manage & coordinate on assigned projects/task.
- ✓ Flexible and dedicated to work in assigned tasks and performs other duties as maybe assigned by immediate supervisor.

Computer Skills

- ✓ AutoCAD 2D
- ✓ Revit 2014
- ✓ Photoshop
- ✓ MS Office Applications

Professional Experience

Tivoli Furniture Project

Doha, Qatar

June 2021 - Up to Present

Project Type: Interior - Residential

Project Name:

- Shk. Ahmed Bin Ahmed Hassan Al Thani Private Villa
- Nawaf_Al_Bishri - Residential
- Abdulaziz_Al_Rabban_Penthouse
- Yousef_Abdulmohsen_Al-Mana
- Sheikh_Khalifa_Bin_Hamad_Bin_Jabor_Al_Thani
- Ali_Al_HammadiPphase_2
- Sheikha_Nouf_Two-Villas
- Ahmad Al_Hamadi Villa
- Dr. Al Mirri Palace
- Shk. Ali Private Villa
- And So On..

Position: Senior Cad Operator

JOB DESCRIPTION:

- ✓ Team Leader.
- ✓ Coordinating between Site, Workshop and Design team regarding the drawings.
- ✓ Handling the schedule of each draftsman for the submission of the drawing.
- ✓ Checking the plans according to standard.
- ✓ Responsible for Architectural Drawings, Interior Drawings & Joinery Drawings.

KHATIB & ALAMI CONSOLIDATED ENGINEERING COMPANY

Doha, Qatar

February 2013 – May 2021

Project Type: High Rise Building / Hospitals /Port-Marina / Park / Villa-Residential

Project Name:

- DH2019 - The Diplomatic Club Hospital
- DH2016 - Marine Design Services for BROOQ 1 at Doha Naval Base
- DH1934 - BROOQ 1 at Doha Naval Base (D-113-01)
- DH1927 - Design Consultancy for Al Kuwari Residential Building
- DH1926 - Design Development of Bani Hajer Shared Use Area
- DH1417 - Reconstruction & Upgrading of Old Salwa RPS with Underground Reservoirs
- DH1314 - HMC Operation Theaters Building Expansion Project
- 51 East Dept. Store @ Lagoon Plaza
- Design of Roads and Infrastructure - Phase 4 (Package 26 and Package 27)

Position: Senior Cad Operator.

JOB DESCRIPTION:

- ✓ Supports the Design Engineer in the creation, revision, and maintenance of Architectural, Electrical, Mechanical and engineering drawings, with Auto CAD software.
- ✓ Responsible for producing detailed working drawings and specifications.
- ✓ Creates Architectural plan layout and visual guidelines. Providing CAD Support services to the department for various trades as required.
- ✓ Technically support and provide guidance with the interpretation, implementation of drawing specification and requirements to the team members.
- ✓ Support Superior with the provision of drafting support for more complex project as needed.
- ✓ Implements corporate policies and procedures.
- ✓ Specializes in Door and Window Schedule and Details.
- ✓ Maintaining and updating tracking logs and records for incoming and outgoing documents.

MJU ENGINEERING CONSULTANCY

Doha, Qatar

September 2011 - January 2013

Project Type: High Rise Building / Residential

Project Name:

- Proposed G+1+P Villa (7 Villas)
- Proposed 4 Typical Villas G+1+P
- Reema Flowera - Flower & Chocolate Shop
- Sultan R. Al-Khater's Residence (Interior Design)
- French Villa
- Proposed G+1+P+Auxilliary Villa - Salem Al-Ghali Residence
- Fox Hills Plot A13 - Lusail
- Fox Hills Plot F07 - Lusail
- Plastic Card Factory
- Modification of Palm Tower B -34th Floor
- Spanish Villa - Al Qhatani Residence
- Preparation of As Built Drawing - Wyndham Grand Regency Hotel
- Proposed Two Attached Villas

Position: Senior Cad Operator

JOB DESCRIPTION:

- ✓ Responsible for Architectural, Civil, Structural & MEP drawings.
- ✓ Responsible for interior plan elevation and detail drawings.
- ✓ Preparing and presenting monitoring reports
- ✓ Producing details working drawing and specifications.

QATARI ARABIAN CONSTRUCTION COMPANY

Doha, Qatar

May 2008 - August 2011

Project Type: High Rise Building / Residential

Project Name:

- The Pearl Qatar Viva Baharia VB 29

Position: Asst. Jr. Architect / CAD Operator

JOB DESCRIPTION:

- ✓ Assisting to Jr. Architect in all paper works and technical matters.
- ✓ Studying project original contract drawings in coordination with superior.
- ✓ Maintaining a register of drawings identifying status of approval and provide weekly report for drawings status.
- ✓ Co-ordination between Architectural-Structural and MEP shop drawings
- ✓ Review/Checking the plans and raised an RFI's if needed.
- ✓ Checking of all types of drawings received from subcontractors and suppliers for coordination purposes.

- ✓ Visiting the site and coordinating with superior to take notes of site condition prior to establishing a further step drawing / sketches /details.
- ✓ Provide all architectural drawings.
- ✓ Updating drawing as per client/consultant's issued and agreed change notice/variation order.
- ✓ Conduct site inspection for preparing as built plans.

STH CONSULTANT (Society Technology House)

Abu Dhabi, UAE

November 2007 - April 2008

**Project Type: Residential, High-Rise Building,
Hospital, Commercial Building**

Project Name:

- **Private Villas**
- **Mother of Emirates Hospital**
- **Rawdhat Office Tower**

Position: Design Engineer / CADD Operator

JOB DESCRIPTION:

- ✓ Design and provide all necessary Architectural Design.
- ✓ Provide MEP (Mechanical/Electrical/Plumbing) Drawings.
- ✓ Editing revision in the drawing thru manual and AutoCAD.
- ✓ Coordinating to the client for further revision on the layouts.

FUJITA CORP.

Jebel Ali, UAE

August 2007 - November 2007

Project Type: Rail Transit

Project Name:

- **Dubai Metro Rail Transit**

Position: CADD Operator / Draftswoman

JOB DESCRIPTION:

- ✓ Provide all shop drawing
- ✓ Editing revision in the drawing thru manual and AutoCAD

KCC AL FARDAN CONTRACTING CO. LLC

Dubai, UAE

May 2007 - August 2007

Project Type: Residential

Position: CADD Operator / Archive Clerk

JOB DESCRIPTION:

- ✓ Editing revision in the drawing thru manual and AutoCAD
- ✓ Prepare and summarize the flow of submittals for consultant's review and approval.

- ✓ Organize necessary documents and correspondence concerning project in hand.

EEI COORPORATION

Quezon City, Philippines

Oct. 2005 – May 2007

Project Type: Rail Transit

Project Name:

➤ **Light Rail Transit 1 (LRT) Capex Project**

Position: Senior CAD Operator

JOB DESCRIPTION:

- ✓ Architectural, Civil and Mechanical Cad Operator
- ✓ Provide all necessary plans and details.
- ✓ Check architectural, structural, and mechanical plans.
- ✓ Monitoring of all incoming and outgoing plans.
- ✓ Conduct site inspection for as built plan.
- ✓ Check the actual condition on site.

JND ARCHITECT' S

Interior / Planning Designers

Makati, Philippines

May 2006 – May 2007

Project: Residential Building

Position: CADD Operator (Part-time Employee)

JOB DESCRIPTION:

- ✓ Responsible for Architectural & Interior drawings thru manual drafting and Autocad.

TRI EAGLE CONSULTANCY INC.

San Juan Metro Manila

Philippines

June 2000- June 2005

Project Type: Residential and Mormons Churches

Project Name:

➤ **Private Residential**

➤ **The Church of Jesus Christ of Latter Day Saint**

Position: Jr. Architect / Project Coordinator / CAD Operator

/Document Controller / Secretary / Telephone Operator

JOB DESCRIPTION:

- ✓ Architectural, Civil, Electrical and Mechanical Cad Operator.
- ✓ Provide all necessary plans needed by the client and the contractors.
- ✓ Check all necessary drawing submitted by the contractors.
- ✓ Conduct site investigation.

- ✓ Organize, schedule, and conduct public bidding.
- ✓ Prepare contract documents, technical specification, building cost estimate and supplementary drawings (during construction).
- ✓ In charge in implementation of a certain construction project both on actual and required paper works such as requisition on construction materials.
- ✓ Prepare accomplishment report.
- ✓ Maintaining a tracking facility to enable documents to be updated easily.
- ✓ Scanning in all relevant new documents.
- ✓ Checking dispatch documents are accurate.
- ✓ Presentation and filing of documents and drawings.
- ✓ Responsible for maintaining hard copy information.
- ✓ Issuing and distributing controlled copies of information.
- ✓ Managing and maintaining a Document Control System.
- ✓ Provide advice on procedures of issue and methods.
- ✓ Ensuring all documents are as up to date as possible within electronic filing system.

Freelance Designer/Cad Operator: Philippines

Project Type: Residential

Project Name:

- **Benito Family - Bungalow Residential Project**
- **Bungay Family - Three Door Apartment Project**
- **Ms. Jeniffer Lopez - 4-storey Residential Building Project**

Position: Designer / CAD Operator

JOB DESCRIPTION:

- ✓ Responsible in all architectural design and drafting.

Educational Attainment

BACHELOR OF SCIENCE IN ARCHITECTURE (Undergraduate)

Far Eastern University
N. Reyes St. Sampaloc Manila
Philippines

Personal Background

Birth Date	:	March 6, 1976
Citizenship	:	Filipino
Visa Status	:	Working Visa with Qatar Driving Licence