

# MARY GRACE O. VILLAREAL

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Al Mansoura Doha, Qatar

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## CAREER SUMMARY

Detail-oriented and passionate Architectural Drafter/Detailer and Junior Interior Designer with a strong commitment to delivering precise technical drawings and creative spatial solutions. Seeking a challenging role that will further enhance my knowledge and broaden my experience in architecture and interior design. I bring to the table a sincere work ethic, cheerful disposition, and a positive outlook in life—fully dedicated to excellence in every project. Guided by integrity, professionalism, and a deep sense of responsibility, I strive to contribute meaningfully to design teams through accurate drafting, thoughtful detailing, and aesthetically functional interior concepts.

## SKILLS

Proficient in AutoCAD 2D/3D (Rel. 14 to 2024), Revit Architecture, SketchUp, 3DMax, and Adobe Photoshop (Image Ready 7.0 ME, CS2, CS6), with additional skills in Inkscape, Illustrator, Nitro PDF, and Canva. Strong computer literacy includes Microsoft Office (Word, Excel, PowerPoint, Publisher, Outlook) and document editing tools.

I also bring experience as a volunteer trainer for technical short courses, demonstrating my ability to teach and inspire others in the architectural and design fields. Dedicated to delivering accurate technical drawings, functional and aesthetic designs, and high-quality presentations—while continuously learning and growing within the industry.

## WORKING EXPERIENCE

**April 10, 2023 to Present**

**Jr. Interior Designer / Architectural CAD Drafter / Detailer**

**Clements Interiors Qatar**

**Interior Design & Fit Out**

**Duties & responsibilities**

Creating initial design concepts based on client requirements, zone planning using sketches and digital mood board presentation.

Preparation of detailed 2D drawings issued for construction and joinery.

Developing intricate 3D models and realistic renderings for visualization.

Assisting clients in refining product designs through iterative development.

Converting CAD files between different formats for compatibility.

Preparation of comprehensive technical documentation, including assembly instructions.

Offering services for customizing or modifying designs to meet specific project requirements.

Providing expert advice on CAD design best practices and optimization.

Collaborating with clients and their teams for seamless integration of CAD designs.

### **Project Name & Description:**

1. Clements Interiors Qatar Head Office Design and Fit-Out, Mezz. Floor Tornado Tower, Doha Qatar
2. PWC (Pricewaterhouse Coopers) Office Refurbishment, Tornado Tower 41<sup>st</sup> Floor Doha, State of Qatar
3. IBM Service Center Office Design & Build, 40<sup>th</sup> Floor Burj Al Mana Corniche, Doha Qatar
4. Black Cat Engineering & Construction Office Extension Design & Fit-Out, 9<sup>th</sup> Floor, Tornado Tower, Majlis Al Taawon St, Doha Qatar

5. Ministry of Labor Office Design and Fit-Out 36<sup>th</sup> & 38<sup>th</sup> Floor Burj Doha Tower  
Doha Qatar
6. Al Khor Libray (MEP & Civil Works) Al Khor, Qatar
7. Al Khor Baladiya Service Center, Design & Fit-Out, Al Khor Qatar

**September 18, 2021 to March 5, 2022**

**QAQC Document Inspector / Auto CAD Drafter / Detailer**

**Golden Bay Contracting & Trading (Under PIH)**

**MEP and Construction works**

Tel: +974 4429 2947

**Duties & responsibilities**

Prepare document submittal such as Material Submittal, Material Inspection Request, Work Inspection Request, Pre-Qualifications, and Request for Information.

Checking the content of the Method Statement, Documents submittal from the sub-contractor such as ITP and RMS prior to submitting to the client / consultant office

Record keeping, of all documents such as project specification procedures, inspection schedule and records, surveillance report, inspection release notice and quality records book with numbering system according to project filing procedure.

Monitoring the quality of the materials used, inspecting any defects and discrepancies that might compromise the operations.

Produce shop drawing, as – built drawing as per site condition and coordinated to sub-contractor / clients / consultant

Project Site Inspection in coordination with the design concept

Responding to Site Observation & Non-compliance Report from the consultant

Produce Coordination Shop Drawing such as Reflected Ceiling Layout, Flooring Layout, Furniture Layout, etc. for submittal for project assigned

Preparing Variation Order as per site report and task given by the Project Manager.

Handling project submittals: correspondence and coordinated at site in the absence of Document Controller (Document Controller Reliever) in preparation of Document Submittals, Correspondences and bookkeeping task

Reviews technical documentation and drawings against as-built equipment for technical accuracy and completeness.

Directly reporting to the Project Manager, Construction Manager, Technical Designer / Architect.

Coordinating with the Site Engineers Contractors, Sub-contractor and foreman and safety officers at site for quality assurance issues

**Project Name & Description:**

1. Al Waab Commercial & Residential District. Mixed used Hilton hotel. (QAR 1bn) Al Waab, Salwa Road, Qatar

**November 8, 2014 to September 15, 2021**

**Architectural CAD Drafter / Detailer /Designer**

**Group for Wooden Industries (Under Sharaka Holdings)**

**Carpentry & Joinery, Interior Design Fit-Out, MEP and Construction works**

Tel: +974 4460 1972

Fax: +974 4460 1982

**Duties & responsibilities**

Produce shop drawing, as – built drawing as per site condition and coordinated to clients / consultant

Produce Mood board (materials, design) for presentation submittal

Project Site Inspection in coordination with the design concept  
 Produce Coordination Shop Drawing such as Reflected Ceiling Layout, Flooring Layout, Furniture Layout, etc. for submittal for project assigned  
 Produce Layout as per Tender Required drawing for Concept Design  
 Assisting Document Controller in preparation of Tender Document Submittals  
 Handling project submittals: correspondence and coordinated at site in the absence of Document Controller (Document Controller Reliever)  
 Assisting IT Personnel for setting up New Logo Signature of company (Rebranding) through all staff user  
 Reviews technical documentation and drawings against as-built equipment for technical accuracy and completeness.  
 Handling telephone incoming calls during the absence of the Receptionist  
 Design coordinator as per assigned project.  
 Assigned to train a newly hired Cad Operator Directly reporting to the General Manager, Project Manager, and Interior Design Architect  
 Directly reporting to the General Manager, Project Manager, Interior Design Architect

**Project Name & Description:**

1. Al Koot Insurance Building Office Design & Build, Muntazah corner C-Ring Road, Qatar
2. Msheirib Downtown Doha T1Block Commercial Design and Build, Msheirib Doha Qatar
3. Lusail Marina BOH Civil works
4. Ministry of Finance Design and Fit-Out
5. Ritz Carlton Refurbishment
6. Lusail Katara Mock-Up Design & Fit-Out
7. Private Villa Abu Fas 9 Zone Design & Fit-Out

**February 4, 2014 – September 30, 2014**

**Project Coordinator / Furnishing Project-In-Charge**

**@ Solemare Parksuite Phase 2, Bldg. C & D**

**(18 Storey Residential Condominium)**

**MSL GLOBAL CORPORATION**

Bradco Avenue, ASEANA Business Park,  
 Macapagal Road Paranaque City, Philippines

**Duties & responsibilities**

Coordinating the project status, concerns, and issues through attending meeting from beginning to end of the project which includes QC/QA, sub-contractors and staff meeting to receiving project documents and compiling a summary that includes a plan, schedules, target date and list of responsibilities and responsible person.

Do the office administration works such as filing project documents, creating and maintaining project schedules, creating responsibility lists of manpower, involved subcontractors, daily reports and monitoring updates.

Prepare substantial completions certificates, endorsement letters and ensure the required punchlist close out documents are obtained

Reviews project proposal, PO and deliverables with Project Management and other related departments that involved determining proper target date, fund limitations, procedures for accomplished units, staff requirements, and allotment of available resources to various phases of a project.

Planning the daily activities of installer, hauler and fixer; arrange schedules of supplier's delivery of appliances and technicians and monitoring the items as per deliverable requirements to fulfilment.

Daily inspections of units in each floors of the building to ensure that the daily schedules met and process daily, weekly and monthly reports to ensure all schedules run smoothly, all jobs are completed as prescribed, and all invoicing is processed accordingly.

Planning the daily activities of installer, hauler and fixer; arrange schedules of supplier's delivery of appliances and technicians and monitoring the items as per deliverable requirements to fulfilment.

Work with Project Manager to maintain billing, scope of works, materials, and other job requirements.

Coordinate the project status to Project Management Staff, Project Property Manager and General Contractor PM including Building Owner at site.

**June 10, 2010 – July 31, 2013**

**Cad Designer / Project Coordinator**

**AJ Design (Interior Fit Out)**

PO Box # 124114

Al Quoz Industrial Area 1, Dubai, UAE

**Duties & responsibilities**

Office administration works, maintaining all routine correspondence to clients, handle all company correspondence and file control (passport, labour card, health card, and annual vacation statements)

Submissions for obtaining necessary approvals to Department and Dubai Municipality Office requirements control in terms of stationery, office equipment, furniture, refreshment provisions purchase within budgetary.

Handling telephone calls incoming and outgoing.

Handling the incoming / outgoing correspondences and maintaining files such as 201 file, Drawing Files and the like.

Directly reporting to the Production Manager, General Manager and Managing Director Assigned to assist Account Department in entering data's in spread sheet, receipts, acting as accounts in his absence.

Meticulous Monitoring of Receivables and Payables thereby establishing correlated fund flow Personnel related matters including Payroll and Maintaining Petty Cash for personnel related work.

Assigned to assist Quantity Surveyor in taking Estimates, sample materials, preparing BOQ, Quotations and handle the submission to the client

Preparation of tender documents, contract agreements and other tender bids formalities

Preparing routine layouts, detail drawings, assembly drawings, sketches & diagrams

Making As Built plan drawing as per Production, Client's requirement.

Designing interior furnitures such as Wall Panel, Vanity Cabinet, Cupboard, Door Architrave Frame, etc., as per client requirement.

Create and revise production drawings (detail and assembly drawings).

Make final sketch of proposed drawing, checking dimension of parts, materials to be used, relation of one part to another, and relation of various parts to whole structure or project.

**May 15, 2009 – June 10, 2010**

**Draftperson / AutoCad Operator**

**EUROFLOW FZE, Allpex Ltd.**

D3/5, Sharjah Airport International Freezone

Sharjah, UAE

**Duties & responsibilities**

Draw different types of products in Pipe and Pipe Fitting Layout using Computer Aided Design or CAD  
Make Revision layout of Product such as Nuts, Coupler, Elbow, Tee, Flanges, Air Vent Cap, etc.  
Making Standard Drawing for each product to be used in Production Department  
Made the Standard Drawing for WRAS Certification  
Draw an As Built Plan, Layout of Brasstec Building (Company Sister of EF FZE)  
Responsible in Drawing file, documentation from clients request inquiry of sizes availability or if its under or passed to the BS EN Standard (British Standard European Nation)  
Handling telephone calls in Commercial Department (incoming calls)  
Handling the incoming / outgoing correspondences and maintaining files.  
Directly reporting to the Production Manager, General Manager and Managing Director  
Assigned to help Accounts Department in entering data's in Tally Sheet eis 5.4 version  
Assigned to help MIS in Entering Data in CIS Database, Company Catalogue/Brochure for Advertising

**October 10, 2008 – April 30, 2009**

**Designer / AutoCad Operator**

**AJ FOUNDATION Contracting Company, L.L.C**

Escape Tower, Emirates Bank Bldg.,

Rm. 1403, Ajman, UAE

**Duties & responsibilities**

Designed and Draw Foundation Layout using Cad  
Make Revision layout of Piles and Shoring  
Doing the Quotations, and estimates of designed piles and shoring  
Monitoring In and Out Project  
Handling the incoming / outgoing correspondences and maintaining files.  
Directly reporting to the General Manager

**October 29, 2007 – June 15, 2008**

**Admin cum Auto CAD Operator**

**Al Rawsha Contracting Company, L.L.C**

P.O. Box # 96620 Dar Al Weihda Bldg.,

Rm. 101, Hor Al Anz, Deira, Dubai UAE

**Duties & responsibilities**

Typing, encoding daily correspondences and answering phone calls.  
Making tea, coffee etc. and assest the visitor  
Handling the incoming / outgoing correspondences and maintaining files.  
Process Drawings assigned by the Engineer  
Make Revision layout of Piles and Shoring  
Doing the Quotations, and estimates of designed piles and shoring  
Monitoring In and Out Clients  
Directly reporting to the General Manager & Managing Director

**January 10,2006 – June 10,2007**

**Loan Officer / Program Assistant**

**Lingap Pangkabataan Inc.**

158 Ermin Garcia St., Cubao Quezon City

Philippines

**Duties & responsibilities**

Gathering, Selecting, Interviewing Clients outside the community  
Conduct Credit Investigation Procedure according to the standard of the organization  
Process Loans and Disbursement  
Collecting payments  
Remittance to the Bank  
Monitoring Loan Portfolio, Clients In and Out  
Facilitate training about Micro Business  
Handling the incoming / outgoing correspondences and maintaining files.  
Typing, encoding daily correspondences and answering phone calls  
Submitting Daily, Monthly and Quarterly Report to Project Coordinator and Finance Department  
Directly reporting to the Executive Director.

**October 24, 2003 – October 24, 2005**

**Branch Manager (Paranaque Branch)**

**KABALIKAT PARA SA MAUNLAD NA BUHAY INC.**

San Francisco St., Karuhatan Valenzuela City, Philippines

**Duties & responsibilities**

Handling the Branch in overall operation in terms of decision  
Forming a group of people to conduct training about the Financial Services of the Organization  
Attend meeting with the Barangay Officials, Municipality Officer  
Facilitate Training of Operation Staff within a Branch  
Preparing presentation for the Branch Meeting on Monthly and Quarterly meeting  
Checking Financial Report and submit it to the Head Office.  
Preparing Activity Proposals for the staff and submit to head office for approval  
Arranged meetings and handle confidential files.  
Selecting the staff, interviewing and approval for hiring employee in the branch  
Signing approval checks for disbursement  
Directly reporting to the Area Manager and Administrative Officer at Head Office  
Worked on behalf of Area Manager during her leave.

**July 29, 2002 – December 30, 2002**

**Auto Cad Operator**

**KEL SEAT INCORPORATED**

Talon 1, Marcos Alvarez Las Pinas City

Philippines

**Duties & responsibilities**

Drawing and designing Automotive Interior Leather Seat  
Ensure the quality of materials made according to the required details  
Coordinate with Pattern maker and production staff, QC Department.  
Answering phone calls and taking messages.  
Typing and encoding different types of design according to the model of automotive cars  
Preparing new designs and submit it to the General Manager for approval  
Keeping up of all records / files.

**October 21, 2001 - April 22, 2002**

**Fabrication Section Head (Supervisor)**

**MERIT STAINLESS STEEL CORP.**

S. Dela Cuesta St., Brgy., Muzon  
Taytay Rizal, Philippines

**Duties & responsibilities**

Giving instructions to the fabrication operator according to the drawing plans

Monitoring and Checking of specified materials based on drawing plans

Monitoring the supplies from Warehouse assign to the specific project

Monitoring the in and out of the fabricated parts of the projects

Answering phone calls and keeping messages.

Typing quotations and correspondences.

Keeping up to date, all records of projects, spare parts orders and deliveries from supplier

**March 10, 1999 – October, 2001**

**Draftsman / Autocad Operator**

**RD De Roca Construction Corp.**

Engineering Department  
Quirino Ave., Baclaran Parnaque City Phils

**Duties & responsibilities**

Drawing Architectural, Electrical, Plumbing, Mechanical Plans.

Responsible for all the documents that needs to be filed.

Going to the Project Site to check the delivered materials.

Assist in drafting approved architectural, electrical, and plumbing plans

Coordinate with the Clients, Contractor and Supplier

Specification writing, General Conditions, and Cost Estimate of the assigned projects.

Assigned to process Permits, and License of the Projects, process Certificate of Occupancy

Drafting Schematic Design & Prepare of Interior Design, Layouts and supplementary details for approval of Architect and Engineer

**EDUCATIONAL QUALIFICATION**

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***Degree in Bachelor of Science in Architecture***

Technological University of the Philippines– Manila Philippines  
1996 – 2001

**SEMINAR AND TRAININGS ATTENDED:**

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T.U.P. Architectural Society (TUP Arkis) –  
Symposium about Success of Leadership Training and Communication Skills  
Held on September 26, 1997

Kabalikat Para sa Maunlad na Buhay Inc.,  
Basic Operation Procedure Training Program about Microfinance Service  
Held on October 6 – 17, 2003

Kabalikat Para sa Maunlad na Buhay Inc.,  
Good to Great Training  
Held on February 18, 2005

Ateneo de Manila University – Development Studies Program  
- Training Module on Fundamentals and Methodologies in Microfinance  
Held on August 24 – 26, 2006  
Training Module on Market Based Financial Product Design and Dev't  
Held on September 21 – 23, 2006  
Training Module on Delinquency Management  
Held on October 19 – 21, 2006

KEACADD Doha Qatar - Autodesk Revit Architecture Essentials 2018 (Short Course)  
Held on July 12 – August 10, 2018

#### EXTRA CURRICULAR ACTIVITIES

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1996 – 2001	-	T.U.P. Architectural Society/TUP Arkis (Member)
1992 – 2001	-	KinderNotHilfe Scholar
2017 – 2018	-	Volunteer Trainor at FTDC-TCA Qatar
2018 – 2019	-	Volunteer Trainor at PIIQ-EDUCATE Qatar
2019 – 2019	-	Volunteer Trainor at FILI-ACT MASTER Qatar
2021 – 2021	-	Volunteer Trainor at ITC Qatar

#### PERSONAL DETAILS

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Date/Place of Birth	:	December 19, 1978 / Manila – Philippines
Nationality	:	Filipino
Marital Status	:	Married
Passport #	:	P7666554B
QID No.	:	27860821471