

RUTH S. FILIPINO



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Doha Qatar

EDUCATION

Bachelor of Science,
Architecture
**Polytechnic University of
The Philippines,**
Sta. Mesa, Philippines
March 2003

LANGUAGES

Tagalog - Native language
English

PERSONAL INFORMATION

VISA – Husband Sponsor
Age – 43 years old
Marital Status – Married

SKILLS

AutoCAD

SketchUp

Adobe Photoshop

WORK HISTORY

February 2018 - October 2018

Domus Italia LLC - Interior Design Draftswoman, Doha, Qatar

- Utilized advanced software programs such as AutoCAD, SketchUp, and Adobe Creative Suite for accurate representation of design ideas.
- Designed functional and visually appealing residential interiors, demonstrating attention to detail and creativity.
- Improved project efficiency with thorough communication among team members during all stages of the design process.
- Increased referral rates by consistently delivering high-quality designs that exceeded client expectations.
- Collaborated with architects to ensure seamless project execution, meeting deadlines and budget constraints.

July 2012 - March 2013

Palmera Agriculture Business - AutoCAD Operator, Doha, Qatar

- Ensured compliance with industry standards and codes through meticulous attention to detail in drafting processes.
- Helped drive innovation within the company through continuous exploration of new AutoCAD features and techniques.
- Streamlined design processes with the development of standardized templates and drawing packages.
- Supported project managers in meeting deadlines through timely completion of assigned tasks related to CAD drawings.
- Collaborated with project teams to ensure accurate representation of design intent in final drawings.
- Enhanced project efficiency by creating and updating AutoCAD drawings for various engineering projects.
- Developed CAD drawings from hand sketches, verbal instructions, and site visits.
- Modified designs to correct operating deficiencies and reduce production problems.
- Drafted and revised CAD drawings to meet client specifications.
- Followed strict safety guidelines when producing drawings.

November 2007 – December 2011

Aecom Middle East - AutoCAD Operator, Doha, Qatar

- Prepared technical drawings and construction plans for different types of structures.
- Coordinated and communicated with architects and engineers to ensure quality assurance for project completion.
- Provides final drawing including technical details, such as dimension, materials to be utilized, etc.
- Developed CAD drawings from hand sketches, verbal instructions, and site visits.
- Followed strict safety guidelines when producing drawings.
- Maintained up-to-date knowledge of industry best practices, contributing to a high standard of excellence in all completed projects.

June 2005 - June 2007

Planning Resources And Operation System - AutoCAD Draftsman, Philippines

- Collaborated with design and engineering staffs to solve AutoCAD and [Software] related issues.
- Optimized workflow within the department by regularly maintaining CAD equipment, software, and related tools.
- Reviewed specifications to generate complex details of individual system components.
- Used computer-aided design software to prepare blueprints and schematics.
- Demonstrated adaptability by quickly learning and implementing new drafting technologies and techniques as they became available.
- Reduced errors on project designs by thoroughly checking dimensions, materials, and specifications before submission.
- Aided in identifying potential design issues through meticulous attention to detail during the drafting process.
- Worked with architects, engineers and customers to efficiently resolve planning and construction issues.
- Contributed to successful project completion by providing timely and accurate drafting support to the engineering team.
- Elevated client satisfaction rates with exceptional responsiveness in addressing feedback on drafts promptly while incorporating necessary changes according to specifications provided from clients.
- Enhanced design accuracy by diligently reviewing and updating AutoCAD drawings for various projects.
- Consulted with architects, customers and vendors regarding project scope and milestone dates.
- Maintained a high level of accuracy in all drafted documents, leading to fewer revisions needed throughout the life of a project.
- Supported team members in understanding complex design concepts by creating visual aids using AutoCAD software.
- Collaborated with engineers to develop accurate and detailed technical drawings for construction projects.
- Interpreted technical drawings, schematics and computer-generated reports to make revisions to CAD drawings.

- Developed CAD drawings from hand sketches, verbal instructions, and site visits.
 - Utilized AutoCAD and other software to create detailed drawings.
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CERTIFICATIONS

- AutoCAD 200 Training - Informatics Institute of Technology, Philippines