



CLEO

ARCHITECTURAL/DRAFTSMAN

PROFILE

Seeking for a job position in a well organize firm where my work experience on architecture & skill management may be used.

For the past Six (6) years, I was working as an Architectural in-Charge, CAD-Operator/Draftsman, Project in- Charge and even freelance in Architecture Drawing. During that span of time, I have gained a great of knowledge of what it takes to be effective on my position. I produced quality product on both technical and other creative talent. Part of my task is to estimate Architectural work. I would like to broaden my skills and bring excellent career knowledge to your firm.

I carry a commitment to excellence and passion to deliver results that will contribute to your company vision- mission.

CONTACT

PHONE:

EMAIL:

ADDRESS:

EDUCATION

June 2013 – March 2018

TERTIARY

Bachelor of Science in Architecture

WORK EXPERIENCE

– AutoCAD Operator

March 2024– Present

Shop Drawings, 3D Model BIM (Sketch-up) & As-Built Drawing

– PROJECT IN-CHARGE

February 2023– August 2023

Site supervision in Building a Residential House, Shop drawing, Architectural estimator, Sanitary lay-out and as-built Drawing

SELF EMPLOYED – FREELANCE DRAWING

February 2022 – February 2023

Shop Drawings

August 2021 - December 2021

Shop Drawings & As-Built Drawing

– ARCHITECTURAL IN CHARGE

January 2020 – June 2021

Architectural Works, Architectural Material Estimates, Shop Drawing, MS Office and Site supervision in Building School

– ARCHITECTURAL IN CHARGE

May 2018 – January 2020

Architectural Works, Shop Drawing, Billing for Sub-con Masonry/Block works, MS Office and Site supervision

SKILLS

KNOWLEDGEABLE OF AUTO CAD & MS
OFFICE

85%

KNOWLEDGEABLE IN ARCHITECTURAL
DESIGN & SHOP DRAWING

80%

MATERIAL ESTIMATES MASONRY &
FINISHING

81%

RENDERING

80%