



SHAYNE GESULTURA

CAREER OVERVIEW

I am an architect with experience in construction estimating with involvement in preparation of final cost proposals and contract documentation, and also perform basic administrative tasks including filing, composing emails, printing documents, scheduling meetings, answering phones, and creating reports.

KEY COMPETENCIES

- Proficiency in using AutoCad, Sketchup, V-ray, Lumion.
- Knowledgeable in video editing.
- Registered and Licensed Architect

CONTACT ME AT:

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- Lot 3, Corinthian Villa, Matimyas St.,
Gen.T. de Leon, Valenzuela City

WORK SUMMARY

Assistant Engineering Department Head

KCD Builders Corporation | November 2018-Jan 2020

- Provide technical support in estimate.
- Assist in providing detailed quantity take off and analyzed the requirements and specification of a project and determine the cost involve.
- Assist in preparing project scheduling, construction methodology and progress report/presentation.
- Prepares initial cost and other required contract documents needed for project proposals and permits.
- Create technical reports for customer/client.
- Prepares letter and answers e-mails and phone queries in relation to engineering department.
- Assist the purchasing department for technical concern about the breakdown considered in building materials.
- Conduct initial interview and give relative technical exam for engineering department applicants.
- Create price/forecast of the cost of materials needed as well as feasibility studies.

ACADEMIC BACKGROUND

University of the East - Caloocan

Bachelor of Science | 2017

- BS Architecture

WORK REFERENCES

Available upon request.

WORK SUMMARY

Technical Assistant to the Chairman

KCD Builders Corporation | Aug. 2018-Nov 2018

- Monitors and coordinate with suppliers, project engineer and office engineers with regards to specific materials needed on site.
- Reports directly to General Manager and Chairman, for private meetings and project site concerns.
- Canvass and prepares cost comparison and purchased order for architectural, electrical and mefp materials.
- Prepares minutes of the meeting, letters/message to answer client and suppliers queries thru phone and emails.
- Sorting of important documents, such as project proposal, project bid documents, weekly and monthly report of project site and other necessary company document.
- Assist the finance manager for purchase orders and other administrative task.

Architectural Supervisor

KCD Builders Corporation | Nov 2017-Dec 2017

Project: Xavier University - Ateneo de Cagayan

ALG-CIT Building Project (Phase 1)

Location: Manresa Complex, Cagayan de Oro City

- Monitor and review activities of other trades that may affect or cause revisions to architectural plans.
- Assist in preparing daily activity and monitoring of daily work.
- Prepares weekly progress report.
- Supervise all architectural works and ensure all works are carried out in accordance to approved specifications.
- Work closely with subcontractors on project progress and ensure timely work arrangements.
- Carry out quality inspection on site and ensure quality of work to be completed on scheduled time.
- Close coordination of work with both internal and external parties.

Quantity Surveyor

KCD Builders Corporation | May 2017 - Jan 2018

- Assist in preparing bill of quantity and other contract documents.
- Laid out plans and shop drawings using AutoCAD
- Review and analyze bid plans/blueprints, specifications and other documents thoroughly.
- List down questions/queries on every bid to evaluate the considerations for the project.
- Explore documentation in order to gain a deep understanding of the project requirements
- Attends pre-bid meetings and visit sites, warehouses and other venues necessary to do the estimate.