



Hermogenes F. Gacutan Jr.

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SUMMARY OF QUALIFICATIONS

- ✦ Over 10 years of experience in Architectural Design/ Detailing, Manufacturing and Construction.
- ✦ Strong background in Joinery detailing, Architectural design and Site project supervision.
- ✦ Proven skills in AutoCAD and manual drafting, Joinery detailing, Architectural metal detailing and Construction documentation.
- ✦ Demonstrated ability to take all necessary steps to complete tasks on time. Able to work under minimal supervision with self-motivation to complete tasks.
- ✦ Professional communication skills include fluency in English and Tagalog
- ✦ Recent graduate of B.Sc. in Architecture
- ✦ Computer skills include:
 - * MS Office, Word, Excel, Outlook and PowerPoint
 - * AutoCAD and Revit Architecture
 - * Google Sketch-Up

PROFESSIONAL EXPERIENCE

CAD Operator

2017 – 2019

Design Stainless Steel Project, Doha, Qatar

- ✦ Uses computer aided design (CAD) systems to develop design architectural and engineering drawings for archives, manufacturing and construction.
- ✦ Work closely with the Architect, Project managers and Project Engineers to make sure that the design is precise.
- ✦ Make necessary calculations for drawing development.
- ✦ Review and interpret client's specification.
- ✦ Convert sketches or specifications of the project or products; from an architect, engineer or other designer; into detailed CAD drawings.
- ✦ Check and verify the drawings to ensure compliance with the design codes and local authority policies.
- ✦ Ensure compliance of drafting and engineering standards.
- ✦ Provide detailed design and setting out drawings to support production and construction teams.
- ✦ Check tolerances, dimensions and fabrication feasibility of design and work with architects and engineers to resolve problems.
- ✦ Revise and update existing drawings reflecting design changes in collaboration with the concerned disciplines to ensure consistent documentation of the project.
- ✦ Prepare assembly and detail drawings on the basis of information and instruction provided.
- ✦ Prepare As-built drawings in the prescribed block sheet given by the client/ consultant and assist in project close-outs.

Project Manager**2016 – 2017**

Bond International, Doha, Qatar

- ✦ Review and interpret client's specification.
- ✦ Check tolerances, dimensions and fabrication feasibility of design and work with architects and engineers to resolve problems.
- ✦ Create detailed drawings using Computer Aided Design (CAD) software.
- ✦ Coordinate design drawings in other discipline such as structural, mechanical, electrical, plumbing and life safety.
- ✦ Check and verify the drawings to ensure compliance with the design codes and local authority policies.
- ✦ Coordinate with the client and consultant on all issues pertaining to the drawings, plans, schedules and problems for quick resolution of all issues.
- ✦ Revise and update existing drawings reflecting design changes in collaboration with the concerned disciplines to ensure consistent documentation of the project.
- ✦ Examine the drawings, assess the material requirements, submit the material requisition accurately so as to facilitate purchase of appropriate quantities.
- ✦ Monitor and supervise the project execution process on site to ensure compliance with design specifications and completion of the job within specified time frames.
- ✦ Provide shop drawings sketches on spot to aid the construction team in resolving critical details to suit with the unexpected condition at site.
- ✦ Monitor progress against the project plan and keep the client updated on the progress taking quick corrective action where required.

Retail Delivery Manager**2015 – 2016**

Vindico Contracting, Doha, Qatar

- ✦ Briefing meeting with new tenants on building policies and procedures of the mall.
- ✦ Receive and create solutions for design approval from client architects, designer and MEP engineers.
- ✦ Monitor the design submission and review process and collaborate with Design Manager.
- ✦ Provide direction to tenant, tenant's architect and engineer and tenant's contractors, including design, project management, scheduling and coordination if necessary, and assist in resolving potential discrepancies.
- ✦ Track, monitor, verify and chase down the documentation required on completion of each work stages and ensure timely submission & compliance of work permits by the Tenant.
- ✦ Understand the mall systems, existing and proposed and how tenant will tie those including utilities, data transmission and etc.
- ✦ Introduce health and safety including method statements and risk assessment to fitout contractors.
- ✦ Ensure the required insurance policies and associated documents are in place by tenants and necessary copies obtained before fit out commences.
- ✦ Monitor progress of tenant's construction against Key Fit out Target date; on daily/weekly basis with the tenant's supervisor/ site engineer and compile inspection reports for review of senior management.
- ✦ Efficiently track and implement scheduling for tenant permit submissions to the local governing agencies - Civil Defence, Ministry of Health, etc.

Architect**2013 – 2015**

Remza Investment Company W.L.L., Manama, Bahrain

- ✦ Prepare Architectural concept design presentation using free hand sketches and computer aided design (CAD) software.
- ✦ Coordinate design drawings in other discipline such as structural, mechanical, electrical, plumbing and life safety.
- ✦ Prepare full set of architectural and engineering drawings for bid and tendering purposes.
- ✦ Prepare design specifications and Bill of Quantities (BOQ).
- ✦ Revise and update existing drawings reflecting design changes in collaboration with the concerned disciplines to ensure consistent documentation of the project.
- ✦ Prepare full set of Architectural drawings for municipality approvals and other local authorities.
- ✦ Verify the design drawings to ensure compliance with design codes and local authority policies.
- ✦ Prepare a list and quantity of materials and equipment for procurement and ensuring the availability during the construction phase.
- ✦ Randomly check and ensure that the works are carried out as per the design and approved material specification.
- ✦ Prepare final Inspection report (snags list) of Contractor before turnover of the project.

Setter Out**2002 – 2013**

Havelock AHI, Manama, Bahrain

- ✦ Conducting site surveys to check the dimensions, site conditions and identify the positions of utilities that may affect the work scope.
- ✦ Develop and prepare detailed shop drawings based from approved design concept and site surveys; Using Computer Aided Design (CAD) software for manufacturing and construction purposes.
- ✦ Check and verify the design drawings to ensure compliance with design codes and local authority policies.
- ✦ Revise and update existing drawings reflecting design changes in collaboration with the concerned disciplines to ensure consistent documentation of the project.
- ✦ Maintain and controlling drawing submittals.
- ✦ Prepare lists and quantity of materials to be procured for the project.
- ✦ Arranging material sample boards for client and consultant's approval.
- ✦ Produce cutting lists as reference to maintain accuracy in the joinery section and reducing wastage of materials.
- ✦ Prepares loading lists, to itemized individual items to help logistics team easily identify each item and to ensure smooth delivery at site.
- ✦ Supervises the site team during the installation works, if required.

EDUCATION

Certificate of Completion in AutoCAD for Professional Crescent
Technologies Institute, Manila, Philippines

2000**Bachelor of Science in Architecture****1999**

FEATI University

(Equivalent to a Bachelor of Science in Architecture degree from an Ontario university, as determined by World Education Services in Toronto, Ontario).