

# MA. REGINA CRUZ

DRAFTSWOMAN

August 2022

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HR Assistant | Human  
Resources Department

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to whom it may concern,

I saw an ad from your company for an AutoCAD Draftsman opening that I would like to be considered for. I feel that my literacy in the AutoCAD software and my ability to draft proficiently with it would make me a welcome addition to the team at your company.

To summarize my history and skills that I would bring, see below:

- I am innovative and bring a refreshing take on construction drawing and other CAD designs that are needed by the company.

- With over 10 years working with AutoCAD, I have stayed on top of all of the updates and new software editions in order to better perform my tasks.

- I can design exterior or interior plans in order to come up with a complete construction workup.

I feel that creating a new building or interior design requires the work of a full team and not just one person. I would bring that attitude along with an energy and enthusiasm that would be a benefit to your company.

I feel that a meeting between us to discuss my credentials and strengths would benefit the company. Please feel free to contact me at any time at (+65 8344)-7796 or you can email me at [regdjz0713@gmail.com](mailto:regdjz0713@gmail.com) to set up a date and time.

Sincerely,

Ma. Regina Carmeli B. Cruz

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# MA. REGINA CRUZ

DRAFTSWOMAN

## PROFILE

i have already worked as draftsman in various company. Through this experience, i was able attain new skills that i have enabled me to work on difficult drafting projects.

## INTEREST



Traveling

"Jobs fill your pockets, adventures fill your soul."



Music

"Without music, life would be a blank to me."



Books

"That's the thing about books. They let you travel without moving your feet"

## CONTACT ME



+63 917124 3518



regdjz0713@gmail.com



285 road 1, Brgy Bagong Pag-asa, Quezon

## EDUCATION

### • FAR EASTERN UNIVERSITY

June 2007- Oct 2012

Bachelor of Science Major in Architecture

### • DELA SALLE COLLEGE OF SAINT BENILDE

December 2021

Diploma in UI/UX for Web Design and Development

## RELATED WORK EXPERIENCE

### COOGEE INTERNATIONAL

CAD OPERATOR / ASST. QA, QC

March 2022 -CURRENT

- REVIT/3D MODELLER/ CAD DRAFTER
- AS BUILTS PLANS, PROPOSED PLAN ADJUSTMENT
- SITE INSPECTIONS,PUNCH LIST
- MATERIAL MONITORING/REQUISITION
- BIM/ BOQ

### PACIFIC DATA RESOURCES

Data CAD Developer

July - Dec 2020 - 2021

- 3D MAPPING ONLINE
- MAP CHECKING USING ARC-GIS, SELF Q.A
- UPDATING OF TELCO DATA BASED

### B.B.A DESIGN STUDIO

Creative Designer , P.I.C

July - Dec 2019- 2020

- REVIT/3D MODELLER/ CAD DRAFTER
- RFQ,BOQ,BIDDING AND DEED DOCS
- SITE INSPECTIONS,PUNCH LIST
- ATTEND CLIENT MEETING
- PROCUREMENT OF MATERIALS

### TOP DRAW ANIMATION

Library Artist,Background Artist

Feb - Feb 2018- 2019

- TRACING CHARACTER
- RIGGING MOVEMENTS PER SCENE
- BACK GROUND/LAY-OUT

### AR.PETER JOHN SO DESIGN SRVCS

Draftsman , P.I.C

May - Dec 2015 - 2017

- PLOT TCT /
- 3D MODELLER/RENDERER (INTERIOR/ EXTERIOR)
- 3D WALK THROUGH (INTERIOR
- SITE INSPECTION
- AS BUILT OF EXISTING STRUCTURE
- ATTEND CLIENT MEETING

## SOFTWARES AND SKILLS

- Autocad 2017-2021 (Advance)
- Sketchup (Advance)
- MS Word,Excel (Advance)
- Flash Animate (Intermediate)
- Revit (Beginner)
- Figma (Beginner)

## LANGUAGE

- Native Filipino / Tagalog.
- Advanced English.
- Beginner in Japanese