

DJOANNA N. DONASCO

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OBJECTIVE

Hard working experienced in my field for more than 25 years and get along very well with others. I believe I can be and extremely valuable asset to your company. I have always gone above and beyond my duties, eager to use and share my leadership skills. Willing to learn new challenges and has the ability to work in stressful condition with a positive result.

EDUCATION

- TERTIARY: UNIVERSITY OF MINDANAO**
Bolton St., Davao City
Completed the Degree of B.S in Architecture
(1989-1994)
- SECONDARY: HOLY CROSS OF DAVAO COLLEGE**
(Formerly Holy Cross Academy of Sasa)
Km.9 Sasa, Davao City
(1985-1989)
- PRIMARY: OSMENA ELEM. SCHOOL**
Km.12 Sasa, Davao City

TRAININGS AND SEMINARS ATTENDED:

REAL STATE SEMINAR FOR SALES PERSON

Conducted by PAREB Davao Board of Realtors Foundation, Inc. – Feb.3-4, 2018
(Brokenshire Resort Convention Center, Davao City)

EFFECTIVE MANAGEMENT FOR CUSTOMER CARE

Conducted by DMCI Homes – February 16, 2014
(Hacienda Subd., Davao City)

PROPERTY MANAGEMENT TRAINING - FOR SAFETY AND SECURITY,
ACCOUNTING, MAINTENANCE AND GENERAL ADMINISTRATION OF PMD.

Conducted by COLLIERS INTERNATIONAL CONSULTANT – July 13- 28, 2015
(Johndorf Ventures Corp., FGU Bldg., Ayala Business Center, Cebu City)

SKILLS

Project, Construction and Property Management
Excellent leadership, people management
Problem-solving, organized and time management
Flexibility and teamwork
Administration works
Always keen on learning more
Always providing great customer service
Supervision and Efficiency
Drafts Plans, designs and estimates
AutoCAD, Sketch up, Photoshop, Canva, Adobe, Power point, Microsoft office and other-
operating system and communication platforms.
Creativity and event planner
Sales, marketing and driving
Scheduling and budget management
Purchasing
Quality control and quality assurance

EXPERIENCE

SALES MANAGER

VENADO PROPERTIES INCORPORATED

OBRERO, DAVAO CITY

DECEMBER 2019 UP TO THE PRESENT

- Selling various project of house and lot in different developers
- Selling/leasing commercial space, condo units, house and lot, lot only of various properties and other developments.
- Attending client needs, assisting client concerned, Inquiry and others related to acquiring properties.
- Assisting client process building permit for Individual project and other legal docum
- Assist client site tripping and other activity/service to meet client needs including loan application Inquiry for their properties.
- Meeting and coordination with the sales and marketing team
- Reporting

PROPERTY ADMINISTRATOR
JOHNDORF VENTURES CORPORATION
7TH FLOOR, LANDCO CORPORATE CENTER
BAJADA, DAVAO CITY
NOVEMBER 18, 2015 UP TO NOVEMBER 16, 2019

- Assign to monitor and check all JVC Davao projects (Condominium & Subd.) and properties.
- Prepare memos, reports and proposals to different projects
- Resolves problems from client complain both in technical and administrative issues
- Oversees over all operation in Davao branch projects in Property management dept. including accounting, legal matters and maintain a good relationship between owners and developer/management.
- Verify and Evaluate contracts and house rules
- Coordinating with the different department heads
- Evaluate workers and agencies related in Property management dept.
- Oversee maintenance, security, admin and technical personnel's.
- Implementing house rules and regulations, deed of restrictions, fit-out guidelines, board resolutions and other policy inside the subdivision.
- Conducts board meeting, owners meeting and prepares minutes of the meeting
- Conducts owners' activities for Camaraderie and prepare generated income for amenities and other programs.
- Assisting sales/marketing and construction management department
- Assigned temporarily in Cagayan De Oro Projects to oversee while on process of looking for CDO property administrator
- Conducts inspection and accepts/approved turn over works from construction dept to property management dept to homeowner or unit owners.
- Turned over of the whole project to the homeowner's association or condo corporations board of directors.

PROPERTY MANAGER
DMC- URBAN PROPERTY DEVELOPER INC.
(DMCI DAVAO-CONSUNJI GROUP OF COMPANIES)
ECOLAND, DAVAO CITY
AUGUST 18,2014 UP TO NOVEMBER 15,2015

- Assign to monitor and check all DMCUPDI Davao projects (Condominium & Subd.)
- Prepare memos, reports and proposals to different projects
- Resolves problems from client complain both in technical and administrative issues
- Oversees over all operation in Davao branch projects in Property management dept. including accounting, legal matters and maintain a good relationship between owners and developer/management.
- Verify and Evaluate contracts and house rules
- Coordinating with the different department heads
- Evaluate workers and agencies related in Property management dept.
- Oversee maintenance, security, admin and technical personnel's.

- Implementing house rules and regulations, deed of restrictions, improvement and working permits approvals, board resolutions and other policy inside the subdivision.
- Conducts board meeting, owners meeting and prepares minutes of the meeting
- Conducts owners' activities for Camaraderie and prepare generated income for amenities and other programs.
- Assisting sales/marketing and construction management department
- Conducts inspection and accepts/approved turn over works from construction dept to property management dept to homeowner or unit owners.
- Turned over of the whole project to the HOMEOWNER'S association or condo corporations board of directors.

CONSTRUCTION MANAGEMENT DEPT. HEAD
MOUNTAIN HAVEN DEVELOPMENT INC.
MAA, DAVAO CITY
JANUARY 2012 UP TO JULY 15, 2014

- Assign to monitor and check all MHDHI both vertical and horizontal projects.
- Responsible in monitoring from structural works to architectural works/finishes of the project
- Preparation and checking progress of work, costing, quality and quantity of materials
- Supervising the project to ensure construction within the approved plan, details and specifications
- Oversees over all operation in Construction management dept. including technical personnel's
- Verify and Evaluate contracts of the contractor and workmanship
- Coordinating with the different department heads
- Oversees health and safety matters on site
- Responsible in using new approaches and techniques to prepare/modify drawing, calculations, specifications if it is needed
- Prepare reports and attend various meetings (mancom, departmental, contractor, construction, coordinations, supplier and operations meeting)
- Resolves any unexpected technical difficulties and other problems that may arise
- Assisting sales department and procurement
- Turn over of the completed project to the property management dept.

ARCHITECTURAL SUPERVISOR
HANRICH BUILDERS
DAVAO CITY
JANUARY 2011 UP TO DECEMBER 2011

- Assign to monitor and check all architectural design and specification on site
- Prepares shop drawing and estimates
- Preparation and checking progress of work, costing, quality and quantity of materials
- Verify and Evaluate contracts of the contractor and workmanship
- Prepare reports and variations of drawing and cost

INTERIOR DESIGNER
GAISANO MALL OF DAVAO
BAJADA, DAVAO CITY
JANUARY 2008 UP TO NOVEMBER 2010

- Assign in planning, designing in various areas inside the mall that needs to improved or developed
- to monitor and check all architectural design and specifications strictly followed or implemented
- Prepares estimates
- Preparation and checking progress of work, costing, quality and quantity of materials
- Prepare reports and variations of drawing and cost
- Supervision of the project and to check tenants' improvement that they will be implementing approved plan and standard design inside mall.

BRANCH MANAGER/TECHNICAL EVALUATOR
PISCES INTERNATIONAL PLACEMENT
BAJADA, DAVAO CITY
DECEMBER 2006 UP TO NOVEMBER 2007

- Recruit applicants of technical personnel and skilled worker to fill up job hiring in various position abroad particularly in Saudi Arabia and Qatar
- Evaluate, interview short listed applicants before endorsing final schedule of interview for the employer.
- Reporting and coordination of updates from Davao branch office to Manila main office and status report of each applicant especially for deployment.
- Attend and represents job fair and other activities related to recruitment in both government and private sectors to participate and hired applicants.
- Deployed applicants abroad

ASST. HEAD/ASST. ARCHITECT – BUILDING AND MAINTENANCE DEPT.
JS GAISANO CITIMALL
TAGUM CITY
JANUARY 2003 UP TO NOVEMBER 2006

- Assign in planning, designing in various areas inside the mall that needs to improved or developed
- to monitor and check all architectural design and specifications strictly followed or implemented
- Prepares estimates
- Preparation and checking progress of work, costing, quality and quantity of materials
- Prepare reports and variations of drawing and cost
- Supervision of the project and to check tenants' improvement that they will be implementing approved plan and standard design inside mall.
- Monitoring safety and cleanliness inside the mall

DRAFTSMAN
DAVAO CITY ENGINEERS OFFICE
SAN PEDRO, DAVAO CITY
JANUARY 2001 UP TO SEPTEMBER 2002

- Assign in planning, designing in various government projects such as barangay hall, classroom, canal, riprapping, waiting sheds, canopy and concrete pavement
- Ocular visit and inspection of the requesting institution for the project verification
- Sometimes prepares estimates and bill of materials