



KAREN ANGELICA A. BAUTISTA

PROFILE

Accomplished, high organized and goal-oriented employee for almost 16 years of skilled and professional experiences in construction administrative and operational works. Adept at maintaining my dedication, conscientiousness and harmony in a work environment.

CAREER OBJECTIVES

- To acquire suitable position where I can share and utilize my progressive experiences and trainings with my innovative ideas.
- To exploit my potential skills and deliver the best output in accomplishing tasks and team goals.

EXPERIENCES

PLANNING AND DESIGN HEAD

Magic Appliance Center, Inc.

2018 – 2023

- Office administrative works management
- Construction planning and design
- Construction operation management

OFFICER IN CHARGE

Magic Appliance Center, Inc.

2016 – 2017

- Construction and Building Maintenance management

IN HOUSE DESIGNER / MAINTENANCE SUPERVISOR

Magic Appliance Center, Inc.

2009 – 2016

- Executes store / office design and layout
- Building Maintenance management

AUTOCAD OPERATOR

Magic Appliance Center, Inc.

2007 – 2009

- Space planning and layout
- Drawing details and specifications
- 3D renderings

AUTOCAD OPERATOR

Wilan Engineering, Inc.

2007 – 2007

- Drawing layout and details
- Site Works

ACCOMPLISHMENTS

- Established store and office design standards
- Designed the Magic Appliance and Furniture store image
- Constructed project agreement between Magic Appliance and contractors
- Formulated job description of each member of the department
- Provided design and maintenance trainings to store managers and supervisors
- Developed building maintenance records and monitoring
- Formulated department's policies and procedures
- Landscape designed Ali Ivai Resort, Calasiao, Pangasinan
- Clinics at ACE Medical Center Dagupan
- Residential designs
- Civil Service Passer – Professional (October 2013)

CONTACT



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Pangasinan



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PERSONAL INFO



- 39 years old
- Married
- 5' 2" height
- 60 kg

EDUCATION



BS ARCHITECTURE
University of Sto. Tomas
España, Manila
2001 – 2006

**PRE-SCHOOL,
ELEMENTARY, HIGH
SCHOOL**
Ednas School, Dagupan City
1989 - 2001

INTEREST

Nature Sceneries/Adventures

Sports

Movies

Travel

Music

Dancing

Food

Fashion

Arts/Crafts



KAREN ANGELICA A. BAUTISTA

SKILLS

- 2D & 3D AutoCad
- SketchUP
- Space Planning and Interior Design
- Photoshop
- Graphic layout – cards, tarps, etc.
- MS Office
- Manual and Automatic Driving
- Administrative Management
- Project Management

TRAININGS & DEVELOPMENTS

- 2D & 3D AutoCad
- LTO Defense Driving
- BOSH (Basic Occupational Safety and Health)
- COSH (Construction Occupational Safety and Health)
- Leadership and Communication Training
- People Management 1 & 2
- Effective Communication
- Strategic Planning
- Job Description Formulation
- Building Security
- Trainor's Training
- Manual Script Writing (Policies and Procedures)
- REVIT