

LOWIE ANA D. CRUZ

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18 Manuel L. Quezon St. Bambang, Taguig City

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Desired Position : **Architect**

Education **Polytechnic University of the Philippines**
Bachelor of Science in Architecture 1999-2004

Technical Skills

- Knowledgeable in AutoCAD Software, Revit, SketchUp Pro, Lumion Software
 - Design, Drafting and Rendering Visualization Skills
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Qualifications

- Has 10+ years work experience in Design & Construction industry
 - Experienced in Construction Project Management
 - Experienced in areas like site development, formworks, structural works and architectural finishing
 - Have excellent oral and written communication skills
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Government Exam Taken and Certificates

- Licensure Examination for Architecture January 2014 PASSED
 - Professional Regulation Commission Board of Architecture Certificate
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Work Experiences

PRINCIPAL ARCHITECT

LADC ARCHITECTURAL DESIGN AND CONSTRUCTION SERVICES

Date of Service: April 19, 2017 – Present

Projects Undertaken: Residential Design Projects and Interior Fit Out Works

Job Description:

- Checks and monitors the work progress of each sub-contractors
- Provides coordination with suppliers and contractors with regards to quotation or contract as per project requirements.
- Provides coordination and supervision during construction.
- Coordinates to site engineers and project architects regarding progress of works on each site
- Handles project bidding and cost evaluations.

PROJECT DESIGNER

MPSL LIMITED

40 Lo Tik Wan, Lamma Island, Hong Kong

Date of Service: June 2022-November 2022

Project Undertaken: Residential-Hotel Apartment Project

Job Description:

- Checks and monitors the work progress of each designer before submission to the owner
- Provides Architectural and Engineering Plans working drawings to be needed on site
- Coordinates to site engineers and project architects regarding progress of works on site thru Online

PROJECT MANAGER

ADCO Design and Construction

Date of Service: April 18, 2016 to April 18, 2017

Projects Undertaken: Merrell Shoe Stores, Converse Shoe Stores, Interior Fit out Projects

Job Description:

- Checks and monitors the work progress of each sub-contractors
- Provides coordination with suppliers and contractors with regards to quotation as per project requirements.
- Provides coordination and supervision during construction.
- Prepares and organize file system e.g. general drawing files and requirements.
- Handles project bidding and cost evaluations.

PROJECT MANAGER

Bananaleaf Group of Restaurants

Date of Service: July 1, 2015 to April 15, 2016

Projects Undertaken: Fujisoba Restaurants, Ikkoryu

Ramen Restaurants, Kimukatsu Restaurants, Bananaleaf Restaurants, Breadtalk Stores

Job Description:

- Monitors the updated list of turn-over schedules of Restaurants for renovation and provides list of priority schedules.
- Checks assignment of projects to various contractors before submission for approval.
- Prepares Invitation To Bid, Award Notice or Notice To Inspect and Notice To Proceed.
- Provides coordination and supervision during construction.

FIELD ARCHITECT

Makati Development Corporation – Ayala Land, Inc.

Date of Service: March 3, 2014 – September 2, 2014

Projects Undertaken: Park Terraces Tower 2 Bldg. (60 Storey Building)

Job Description:

- Checks and monitors the work progress of each sub-contractors
- Provides coordination with suppliers and contractors with regards to quotation as per project requirements.
- Provides coordination and supervision during construction.

PROJECT MANAGER / IN HOUSE PROJECT ARCHITECT

Red Crab Group of Restaurants

Date of Service: February 16, 2011 to January 15, 2014

Projects Undertaken: Blackbeard's Seafood Island Restaurants, Red Crab Restaurants, Chops Chicago Steakhouse Restaurant, The Strip Hollywood Restaurant, Crustasia Restaurants, Clawdaddy and New Orleans Restaurants

Job Description:

- Prepares the tabulation of Quotations/proposals.
- Monitors the updated list of turn-over schedules of Restaurants for renovation and provides list of priority schedules.
- Checks assignment of projects to various contractors before submission for approval.
- Prepares Invitation To Bid, Award Notice or Notice To Inspect and Notice To Proceed.
- Prepares recommendation of the Total Construction Cost Estimate of the Project for Budget Approval.
- Prepares scope of works according to plan and specifications.
- Provides coordination and supervision during construction.

PROJECT ARCHITECT/PUNCHLISTER

Terp Asia Construction Corporation

Date of Service: July 15, 2009 to October 7, 2010

Projects Undertaken: SM Chateau Elysee Condominium (6 Clusters- 7 Storey Building), Robinsons Mall-Gensan Branch

Job Description:

- Monitors the list of turnover units schedule for move in
- Prepares the scope of works as per punch listed items given by the Owner
- Coordinates with other subcontractors and specialty contractors pertaining to technical problems during work progress.
- Checks and evaluate daily accomplishment done by workers.
- Prepares as built plans of a certain unit.
- Inspection of units together with Owner representative.
- Prepares cost estimates.
- Provides coordination and supervision during construction.

PROJECT HIRE CONSULTANT

Banco De Oro Corporate Center

Architectural Consultant – Procurement & Supply Management Department – Branch Engineering

Date of Service: August 21, 2008 to July 13, 2009

Projects Undertaken: All BDO Branches (Metro Manila Area)

Job Description:

- Prepares the tabulation of Quotations/proposals.
- Monitors the updated list of turn-over schedules of Head Office Departments/Units for renovation and provides list of priority schedules to staff for their frequent follow up with Construction Group.
- Checks assignment of projects to various contractors prepared by staff before submission for approval.
- Prepares Invitation To Bid, Award Notice or Notice To Inspect and Notice To Proceed.
- Prepares recommendation of the Total Construction Cost Estimate of the Project for Budget Approval.
- Prepares scope of works according to plan and specifications.
- Provides coordination and supervision during construction.

ARCHITECTURAL CAD OPERATOR

Design Consortium International

Date of Service: January 7, 2008 to August 15, 2008

Projects Undertaken: Lancaster Hotel, Mandaluyong City, South Lake Laguna Development

Job Description:

- Prepares schematic and working drawings.
- Prepares technical specifications of a certain project.
- Coordinates with other construction groups and specialty contractors pertaining to technical problems during work progress.

DESIGN OFFICER

SM Mart, Inc.

Date of Service: July 5, 2004 to September 30, 2007

Projects Undertaken: SM Sta. Rosa Mall, Laguna, SM Megamall Interior Renovation, SM Hypermarket Pasig Branch, SM Head Office Maintenance Group

Job Description:

- Prepares schematic and working drawings for minor and major project requirements for local mall branch.
- Provides coordination with suppliers and contractors with regards to quotation as per project requirements.
- Provides coordination and supervision during construction and renovation works at branch.

- Prepares and organize file system e.g. general drawing files and requirements.
- Handles project bidding and cost evaluations.
- Prepares all working drawings and specifications.
- Coordinates with other construction groups and specialty contractors pertaining to technical problems during work progress.

Trainings and Seminars Attended

- **Setting Up Your Own Professional Practice: Common Business Taxes**
Via Zoom Conference
May 20, 2023 | 1:00 – 5:00 PM
Pro-Edge Center for Learning
Program Accreditation Number: 2021-032-659
- **Setting Up Your Own Professional Practice: Basic Business Registration**
Via Zoom Conference
May 13, 2023 | 1:00 – 5:00 PM
Pro-Edge Center for Learning
Program Accreditation Number: ARC-2021-032-658
- **Contemporary Electrical Design for Residential Buildings**
Via Zoom Video Conference
April 22, 2023 | 1:00-4:00 PM
Pro-Edge Center for Learning
Program Accreditation Number: ARC-2021-032-678
- **3 Hour Training: Project Management 101: Introduction to Traditional, Hybrid and Agile Project Management**
Via Zoom
April 16, 2023
MST Connect Educational Consultancy
PRC Accredited CPD Provider
Accreditation Number: OCE – 2022 – 062
- **5 Hour Training in Modern Construction Building Methods and Techniques With Basic Swimming Pool Construction and Maintenance**
Via Zoom
April 5, 2023
MST Connect Educational Consultancy
PRC Accredited CPD Provider
Accreditation Number: OCE – 2022 – 062
- **Realizing Designs: Project Processes from Design to Construction**
Via Zoom Conference
March 18, 2023 | 1:00 – 4:00 PM
Pro-Edge Center for Learning

Program Accreditation Number: ARC-2021-032-627

- **Two (2) Day Authorized Managing Officers (AMO) Course Per Philippine Contractors Accreditation Board (PCAB)**
Resolution No. 435, Series of 2011
July 3-4, 2020 Webinar via Zoom
The National Constructors Association of the Philippines, Inc. (NACAP)
- **40 Hours Construction Occupational Safety & Health (COSH) Training (with Two Hours Training of Trainer (TOT))**
January 4-5 & 11-12, 2020
JGT Safety Training Center
Accreditation Number 1030-042919-101
Certificate No. COSH -01-26-0120
- **BiodiverCities and Sustainability of Historic Plazas**
November 17, 2018
Philippine Association of Landscape Architects
Institute of Biology,
University of the Philippines, Diliman, Quezon City
- **ACUSTICA: Acoustic Fundamentals**
Introduction and Fundamentals of Architectural Acoustics
Acoustic Properties and Room Design and Measurements and Calculations Methodology
Acoustic Treatment
July 14, 2018
Events Hall, MC Depot Fort Bonifacio, Inc.
- **Ecosystems & Urban Development**
Clark Green City: A Case Study Presentation
The Ecosystem Approach
The Green Tribunal, A Panel Discussion on Ecosystems & Development
May 30, 2018
Wilcon Designo Atelier 2, I.T. Hub, Chino Roces, Makati City
Green Architecture Advocacy Philippines
CPD Program Accreditation No. 2011-006-761
- **Energy Efficiency of Buildings**
May 18, 2018
University of the Philippines, College of Architecture
CPD Accredited Event: 2011 010 763
Certificate Control: 2018-05-18-026
- **Tool Operator and Safety Training Seminar**
TE500-X, TE1, DAG 100-S & DX460
HILTI Philippines, Inc.
August 19, 2010

- **3D STUDIO MAX 2009**
February 22-April 5, 2009
MICROCADD TECHNOLOGIES CO, INC.
Certificate No. 178090
- **REVIT BUILDING 9.0**
February 14, 2007
MAXIMUM SOLUTIONS CORPORATION
- **AUTOCAD 2007**
February 14, 2007
MAXIMUM SOLUTIONS CORPORATION
- **AUTOCAD 2004 WITH COLOR RENDERING**
April 29, 2004 – May 17, 2004
MICROCADD TECHNOLOGIES CO, INC.
Certificate No. 29326

Character Reference

- **Mr. Mac Anthony Lindley**
Director, MPSL Limited
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- **Engr. Reynald B. Almayan**
General Manager, Reynald Almayan Construction Services
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