



MARC ARIEL P. GLIVANO

📍 55 L. Pasco St. Libis, Quezon City 1110

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✉ glivanomarcariel@gmail.com

Age: 27

Date of Birth: October 21, 1996

OBJECTIVE

To establish a career in Architecture where I can demonstrate the learning outcomes of the Architecture Program of the Technological Institute of the Philippines.

WORK EXPERIENCES

**SEPTEMBER 2022 -
PRESENT**

STORE PLANNING ASSISTANT

Robinsons Retail Holdings, Inc.

J33J+947, 110 Eulogio Rodriguez Jr. Ave, Bagumbayan, Quezon City, 1110 Metro Manila

- Prepares the option, architectural, and electrical layout plans.
- Responsible for the execution of project construction and renovation ensuring the complete working drawing of the projects including scope of works is implemented until store opens.
- Prepares all communication letters/memos, scope of works, in-house estimates, specifications and other bid documents.
- Communicates the schedule and delivery dates of the Owner Supplied Materials and Fixtures to the Construction project.
- Sorting of Owner Supplied Materials and Fixtures at Distribution Center.
- Requesting of Owner Supplied Materials and Fixtures thru SAP system.

**SEPTEMBER 2021 -
NOVEMBER 2021**

FREELANCE PROJECT MANAGER

Work-from-Home

- Prepares the option, architectural, and electrical layout plans.
- Responsible for the execution of project construction and renovation ensuring the complete working drawing of the projects including scope of works is implemented until store opens.
- Requesting of Owner Supplied Materials and Fixtures
- Prepares scope of works, in-house estimates, and specifications.
- Communicates the schedule and delivery dates of the Owner Supplied Materials and Fixtures to the Construction project.

**DECEMBER 2018 -
MARCH 2019**

ON-THE-JOB TRAINEE

Quezon City - City Planning Development Office

4th Floor, Civic Center D (BRO Building), City Hall Compound, Quezon City

- Prepares plan for site inspection.
- Ensures that the construction are in line with the project timeline.
- Ensures if the design is being followed during the construction.
- Prepares all Architectural, Electrical, and Mechanical Plan.
- Projects the timeline of each project.

EDUCATIONAL BACKGROUND

2013 - 2021

Bachelor of Arts and Sciences in Architecture
Technological Institute of the Philippines
938 Aurora Blvd, Cubao, Quezon City, 1109 Metro Manila

2009 - 2013

High School
Christian City Academy
381 Boni Serrano Street, Blue Ridge B, Quezon City

SEMINARS AND TRAININGS

Construction Occupational Safety and Health

Online Course by HSSLLC Training Center 2021

Hazard Identification, Risk Assessment and Control (HIRAC) Training

Online Course by HSSLLC Training Center 2021

Training of Trainers

Online Course by HSSLLC Training Center 2021

Effective Communication at Work

Online Course by HSSLLC Training Center 2021

Stress Management

Online Course by HSSLLC Training Center 2021

CHARACTER REFERENCES

Ar. Leonardo Capistrano
Store Planning Manager
Robinson's Retail Holdings, Inc. HANDYMAN
09988465472

Ar. Ariel Domanico
Architect
09204314323

Ar. Gregory Guevara
Professor at Technological Institute of the Philippines - Quezon City
gguevara.archetip.edu.ph