

# GAYZEL ADAO AZARCON

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## CREDENTIALS

- Bachelor of Science in Architecture, NEUST, Cabanatuan City  
*April 04, 2014*
- Certificate of Completion: Adobe Photoshop CS4, Microcadd-Pampanga  
*September 11 2016 - October 02, 2016*
- Certificate of Completion: AutoCAD 2013 with Color Rendering, Microcadd-Pampanga  
*May 5 - 27, 2013*

## WORK EXPERIENCE

### **REYCON CONSTRUCTION, Cabanatuan City, Nueva Ecija**

#### ***Architectural Designer, January 04, 2016 – January 04, 2018***

- Drafting and Design, complete set of working drawings needed in construction and contracts.
- Conduct site inspection on on-going projects.
- Coordinate and direct office services, such as records, material inventory, rough estimates, personal issues, and housekeeping, to aid executives.
- Prepare invoices, reports, letters, financial statements and other documents, using word processing, Spreadsheet, database, or presentation software.

### **MARCOS & C.M. DESIGNS, Cabanatuan City, Nueva Ecija**

#### ***Site Inspector, April 13, 2015 - August 22, 2015***

- Confer with clients and discuss on-going situation of the project.
- Prepare and maintain records of the delivery of materials, purchase of materials, used materials and daily time record.
- Inspection on project to assure that the standard operating procedure will be done.
- Communicate with the foreman and staff to ensure their well-being and to have good relations with them.

### **UNION GALVASTEEL CORPORATION, City of San Fernando, Pampanga**

#### ***Junior Marketing Officer, September 02, 2014 - April 01, 2015***

- Prepare a report and marketing strategies for the products and services offered of the company.
- Setting an appointment to a prospect clients to discuss the company's offers and deals.
- Actual Inspection on the assigned area to gather information and possible clients.
- Conducting actual measurements and doing a list of materials and quantities on specified project.
- Prepare invoices, reports, letters, financial statements and other documents, using word processing, Spreadsheet, database, or presentation software.

### **Home Gallery, SSLootah Company, Dubai**

#### ***Outsource - Furniture Specialist, July 30, 2014 - December 6, 2014***

- Attending seminars hosted by the executives to develop our skills and to establish good relationship with our teammates.
- Prepare and submit working drawings needed to comply in company's target quota with deadlines.

### **BBLIMJOCO-Architects-Builders-Consultants, Cabanatuan City, Nueva Ecija**

#### ***Apprentice, April 14, 2014 - June 20, 2014***

- Prepare working drawings on specified projects.
- Prepare 3D presentations and video presentation on proposed projects.

#### **FREELANCE ARCHITECTURAL DESIGNER**

**Architectural Designer, April 2014 - December 2015**

- Prepare Architectural and working drawings.
- Prepare 3D presentations on proposed projects.
- Prepare Bill of Materials and Estimate for a project.

#### **EDUCATION**

**Nueva Ecija University of Science and Technology, Sumacab Este, Cabanatuan City, Nueva Ecija, Philippines**

*Bachelor of Science in Architecture, April 2014*

- Departmental Awardees: Bronze
- United Architects of the Philippines Student Auxiliary (UAPSA-Neust): Chapter President, 2011
- United Architects of the Philippines Student Auxiliary (UAPSA-Neust): Chapter Officer, 2010, 2012, 2013
- United Architects of the Philippines Student Auxiliary (UAPSA-Neust): Chapter Member, 2008-2009

**College of the Immaculate Concepcion, Sumacab Este, Cabanatuan City, Nueva Ecija, Philippines**

*Secondary Education, 2008*

- High School Diploma
- Club Organization: Officer, 2007 - 2008

**Lazaro Francisco Elementary School, Cabanatuan City, Nueva Ecija, Philippines**

*Primary Education, 2004*

- Grade School Diploma

#### **ADDITIONAL SKILLS**

- Proficient in Microsoft Office and Photoshop CS4
- Bilingual Filipino and English
- Knowledgeable in Computer Related Jobs
- Advance knowledge in AutoCaD
- Advance knowledge in SketchUp Pro 2014
- Advance knowledge in 3D Presentations.

#### **ORGANIZATIONS**

- United Architects of the Philippines Graduate Auxiliary - Nueva Ecija Chapter
  - Chapter President ; Fiscal Year 2017 - 2018
  - Chapter Vice President ; Fiscal Year 2016- 2017

This is to certify that all information above are factual and reliable.



Gayzel A. Azarcon  
(Applicant)