

## **Reem Bonus Cabutotan**

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Zone 5, San Felipe, City of San Fernando, Pampanga, Philippines 2000



### **OBJECTIVES**

To be part of an organization where I can utilize my skills and knowledge as a starting point. Not just to build my current skill set, but mainly contribute to the success of the company. While ensuring a common goal of achieving my potential as a professional and beneficial perspective.

### **PROFESSIONAL SUMMARY**

An architecture graduate with more than eight years in architectural design, engineering and construction with excellent technical skills and design ability. Known as a hard worker who willingly takes an additional responsibility while juggling multiple projects. Deep understanding of construction issues. Background includes residential, commercial, landscape and interiors.

### **WORK EXPERIENCE**

#### **Junior Architect/ Project-in-charge** Oct 2020 - Jan 2023

A. B. Bonus Construction Services • Mexico, Philippines

- Designing / Planning using manual sketch, in AutoCAD and Sketch-up
- Developing and presenting project proposals
- Preparing drawings, blueprints, specifications, and construction documents
- Take-off quantities in Planswift and Autocad
- Prepare Project Cost Proposal in Microsoft Excel
- Take purchase requests from various projects within the company
- Get price quotes from suppliers and purchasing material need in construction site
- Site visit/ site monitoring and project site reports
- Preparing Progress Billing & Preparing Payroll
- Preparing Workers Payroll and Subcon Contract
- Site inspection to complete the Progress billing
- Turn-over and preparation of project close-out.

#### **Technical Draftsman** Sep 2019 - Mar 2020

MK THEMED ATTRACTIONS PHIL. INC. • Angeles, Philippines

- Following specifications to create various technical drawings.
- Preparing detailed work with Cad systems.
- Printing 1:1 scale drawing for the production
- Communicating with the architects and engineers and incorporating knowledge gained into
- Preparing and reviewing the project with the technical team
- Identifying and communicating potential design problems to the rest of the team.

#### **Design & QS Staff** Feb 2018 - Oct 2019

BGC Philbuilders Inc. • Clark, Philippines

- Designing / Planning in AutoCAD and Sketch up
- Take-off quantities in AutoCAD & Planswift9

- Prepare Hardscape and Softscape Cost Proposal in Microsoft Excel
- Take purchase requests from various projects within the company
- Get price quotes from suppliers and purchase materials needed in construction.
- Site Visit / Monitoring and Site Report
- Preparing Progress Billing
- Site Inspection to complete the Progress Billings

**Junior Quantity Surveyor** Jan 2017 - Feb 2018

MULTI-DEVELOPMENT CONSTRUCTION CORP.

(BGC Taguig City, PH)

- Review construction plans and preparing quantity requirements
- Take-off quantities in AutoCAD & Planswift9
- Prepare tender documents, contracts, budgets, bill of quantities and other documentation
- Prepare Additional Cost Proposal / Variations and Microsoft Excel
- Site Visit/Monitor for Additional Works.
- Measure and value the work done on site
- Select and/or source construction materials
- Communicating with the Engineering Team and Project-in-charge to gain knowledge into BOM and Variations of the project.

**Operation and QS Staff** Mar 2015 - Sept 2016

PAMPANGA BLOCK BUILDERS INC.

(Paranaque City, PH)

- Attend Biddings
- Monitor the projects and assist the construction team regarding the plan
- Take purchase requests from various projects within the company
- Get price quotes from suppliers
- Prepare as-builts in AutoCAD
- Preparing sample materials
- Monitoring overall progress

**EDUCATION**

**BS Architecture**

Jun 2009 - Nov 2015

Don Honorio Ventura Technological State University, Bacolor, Philippines

**SPECIAL SKILLS**

- Versatile & multi-skilled person
- Computer Literate (Microsoft Office)
- AutoCAD, Sketch-up & Plan-Swift
- Drafting (Freehand & Mechanical Drawing)
- Manual Rendering
- Architectural Planning
- Take-off, Estimate and Costing
- Photography & Photo Editing
- Interior Designing and Organizing
- Flower Arranging
- Event Planning, Decoration and Management