

Allen D. Magdaraog, UAP

Licensed Architect (PRC No. 26544)

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Home Address: **Block 27 Lot 7 Filmore St., Cuesta Verde Executive Village Phase 2, Bgy. Dalig, Antipolo City**

Email address: iamallenmagdaraog@gmail.com / allenmagdaraog@yahoo.com

Birthdate: 25 March 1975

Gender: Female

WORK EXPERIENCE

Position: **Project Architect**

Office: MCD Project Managers Inc.

Location: Pasig City

Tenure: 03 May 2023 - Present

Job Description/Role: Job role varies according to the need of the project owner, as long as the work calls about managing the design and construction implementation: initiate and facilitate the entire construction process through step-by-step information of how to properly submit pre-construction documents up until project turn-overs, procuring specified materials and vendors on timely manner, conducting regular technical meeting to monitor the progress of the project and resolve issues that arises during the course, issues formal information/updates/report to the client and during monthly operation meeting; assists in quantifying materials especially for Owner-supplied; analyses/evaluates cost implications.

Position: **Senior Architect**

Office: Prescon Phils., Inc.

Location: Mandaluyong City

Tenure: 15 June 2020 - 24 February 2023

Job Description/Role: Assistant to the Principal Architect; administering/controlling documentations; prepares schematic-permit-construction drawings using CAD, Sketchup, Vray and Photoshop presentations/proposals; provides pertinent data reports; coordinates with other professionals and stakeholders regarding design considerations, compliance, and procurement.

Position: **Architect (Job Order Status)**

Office: Rizal Provincial Government

Location: Antipolo City

Tenure: 02 January 2019 – 18 February 2020

Description: Assigned in General Services Department for maintenance of local government-owned properties; Conducts site visits/inspections in various institutions like hospitals, rural health clinics, and other pertinent areas/rooms of the governor's office/facilities/amenities to verify and report various maintenance concerns and coordinating with respective maintenance crews as per instruction; prepares pertinent drawing documents for design proposals using CAD; coordinates with the procurement team for follow-up of requested materials, suppliers, and trades.

Position: **Architect**

Office: Sumitomo Mitsui Construction Co. Philippines, Inc.

Location: Makati City

Tenure: January 2012 – August 2018

Description: Prepares pertinent drawings serving reference for site execution purposes such as but not limited to: site elevation plan for proposed building elevation, road network and drainage location and flow path, perimeter fence layout details according to varying slopes, drawing revisions due to actual adjustments, and general design concerns of the Client using CAD; coordination through meetings regarding Client's requirements/concerns, in harmony with local authorities regarding existing zoning ordinances, building restrictions and auxiliary design standards; coordination with other trades regarding MEPFS requirements; prepares drawing data for procurement purposes and methodologies; coordination with the Design Manager for periodic site work reports and controlling documents pertinent to design matters at site, design queries and approvals; attends annual workshop for the continuous education and upkeeping of the company's standards, and opportunity of camaraderie with international staff; have been assigned in various project sites: Palawan, Mindanao, Leyte, South Luzon, Manila, and Vietnam.

Position: **CAD Operator**

Office: RFV Allianz

Location: Quezon City

Tenure: May 2009 – January 2010

Description: Prepares pertinent drawing documents required for Permits and As-builts using CAD mainly for gas station construction projects located nationwide.

Position: **CAD Operator**

Office: Mikrostar Industrial Corporation

Location: Antipolo City

Tenure: July 2007 – May 2009

Description: Prepares pertinent MEPF drawings for construction and procurement purposes of condominium projects

Position: **CAD Operator**

Office: Havila Enterprise

Location: Quezon City

Tenure: November 2006 – July 2007

Description: Prepares pertinent construction drawings for billboard signage construction projects and maintenance works.

Position: **Architectural Designer (Apprentice)**

Office: FBM Construction & Agro-Industrial Inc.

Location: Antipolo City

Tenure: August – October 2006

Description: Produce residential design drawings for the company's land development projects.

Position: **CAD Operator (Apprentice)**

Office: Damiao Architectural Design

Location: Manila

Tenure: October 2005 – March 2006

Description: Assistant to the Chief Architect in preparing architectural drawings for building permit requirements of residential projects in New York, USA; copywriting/checking specifications and contract documents accordingly; assists in preparing bill of materials, 'sweeping' of CAD drawing documents.

Position: **Sales Architect**

Office: Guided Construction and Trading, Inc.

Location: Magallanes Makati

Tenure: September 2003 – March 2004

Description: Prepares and presents design drawings (interior and landscaping works) for client's proposal and approval; prepares work/shop drawings for site execution; conducts site visit/inspections; constantly coordinates with client's queries since the office is located inside MC Home Depot, together with the other trades and suppliers present in the said depot wherein our clients/customers purchases their materials needed.

Position: **Office Staff / Assistant Production Coordinator (Apprentice)**

Office: Nino M. Cagro Furniture and Interior Design

Location: Quezon City

Tenure: May 1996 – November 1996

Description: Prepares manual working drawings for interior fit-out and furniture production purposes; prepares estimates for material costing for furniture production; assists in procurement processing.

TERTIARY EDUCATION

Bachelor of Science in Architecture

Rizal Technological University

Boni Ave., Mandaluyong City

SY 1993-2006

TRAINING

Foundation Course: Introduction to Hospital Planning and Design

PDC Center, UAP National Headquarters Scout Rallos St., Quezon City

26-30 October 2015

Autodesk Revit Architecture 2014

MICROCADD Technologies Co., Inc. Cubao, Quezon City

1 February - 12 April 2014

AUTOCAD 2006

MICROCADD Technologies Co., Inc.

Cubao, Quezon City

28 September - 25 October 2005

SKILLS

AUTOCAD

MS PROJECT

SKETCH UP / V-RAY

CANVA

POWERPOINT

MS PROJECT

PHOTOSHOP

CAD PLOTTING

CUBICON 3D PRINTING

DRIVING

CHARACTER REFERENCE

Luminada S. Olvida, PhD.

Supervising Agriculturist

Rizal Provincial Government, Agriculture Department

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Omer G. Villanueva, UAP

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