

GAYZELLIE R. NARCISO

Draftsman/AutoCAD Operator

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Zone 3, Colacling, Lupi. Camarines Sur, 4409,
Philippines



SUMMARY

Highly motivated and professional Draftsman/AutoCAD Operator with over 10 years of experience. Proficient in managing shop drawings and plans. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

EDUCATION

Bicol State College of Applied Sciences & Technology

Peñafrancia Ave., Naga City
Bachelor's Degree in Industrial Technology
Major in Drafting Technology
2008 - 2013

Colacling National High School

Colacling, Lupi, Camarines Sur
2004 - 2008

Colacling Elementary School

Colacling, Lupi, Camarines Sur
1998 - 2004

SKILLS

- Experience in managing plans and shopdrawings using AutoCad and Sketchup
- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously

CERTIFICATIONS

- DOLE - 18
- JOB INTERVIEW TIPS AND TECHNIQUES

PROFESSIONAL EXPERIENCE

Admin Aide 1 / AutoCad Operator (J.O.)

LGU - Lupi | 2023 - Present

- Manage shopdrawing and plans.
- Administrative Works.

Freelance Drafter/Test Supervisor/ESX Drafter

Immoviewer PH | 2020 - Present

- Create Docusketch floor plan and ESX using Xactimate.
- Check test tour.

Autocad Operator / Project Supervisor

Classique Idea Interior Design | 2019 - 2020

- Create Shopdrawings.
- Work monitoring, Working Permits, Accomplishment reports, Material request, ERP encoding request.

AutoCad Operator/Technical Coordinator

Macalinao Construction Works / 5JM Builders Corp. | 2014 - 2019

- Create Shopdrawings.
- Encoding, Billing Invoices preparation, QS/QA, cash disbursement balance, VAT Relief, Administrative works.

AutoCad Operator (Suntrust Capitol Plaza Project)

Finmat International Resources, Inc. | 2013

- Create Shopdrawings.
- Sub-Contractor Billing preparation and Administrative works.