

MARK CLARENCE ALCOS

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Professional Summary

To be able to share and explore my knowledge, skills, expertise and help to achieve the continuous performance improvement of the company's goal, vision and reveal my value for loyalty, dedication and hard work. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Skills

- Computer-aided design software
- Building Information Modeling
- Attention to detail and accuracy
- 3D Modeling Expertise
- Inventory procurement
- Project Coordination
- Customer Service
- Supply Inventory Management
- Complex Problem-Solving
- Goal-Oriented

Work History

AutoCAD Operator / Site Supervisor

May 2017 - Aug 2023

GM Maningas Construction Incorporation 33 Kayumaggi St. Brgy Plainview, Mandaluyong City,

- Improve project efficiency by creating and updating AutoCAD drawings for various engineering projects.
- Assisting engineers in developing 2D and 3D models for construction designs.
- Responsible in controlling and managing construction site ensuring proper safety of all workers are not compromised.
- Communicating to team members regarding goals, expectations, and individual responsibilities within the project scope.
- Developing comprehensive reports to analyze inventory items, identify issues, and recommend improvements to reduce losses.
- Enhanced client satisfaction by promptly addressing feedback and incorporating changes into finalized drafts as necessary.

AutoCAD Operator

Oct 2015 - Apr 2017

Refom Construction

Uptown Bonifacio Global City, Taguig, Philippines

- Collaborate with contractors architects and engineers to develop integrated fire protection solutions for new construction projects.
- Providing critical input during construction phase meetings, addressing potential conflicts between trades and maintaining adherence to design intent.
- Developed detailed specifications for various fire protection systems components, ensuring proper installation and long-term performance.

F&B Associate

Aug 2010 - Jul 2012

Citymax Hotels, Landmark Group

Bur Dubai, United Arab Emirates

- Ensures guest satisfaction by providing exceptional service and maintaining a clean dining environment, resulting in improve guest experience and repeat bussiness
- Cleared area, cleaned and wiped tables and chairs to remove residue and comply with hygiene standards.
- Properly communicating to kitchen staff and waiters to provide accurate, timely information regarding orders and minimize delays.
- Processed payments and provided receipts to establish proof of transaction.
- Enhanced guest satisfaction by providing exceptional service and maintaining a clean dining environment.

Education

Vocational: 1yr Technical Drafting And CAD Technology NCII

Oct 2015

Microcadd Instituite Incorporation

Doña Consolacion Bldg.Cubao, Quezon City, Ph

Technical Drafting and CAD Technology National Certificate II (TESDA)

Certifications

National Certificate II in Technical Drafting

TESDA (Technical Education and Skills Development Authority)

Taguig City, Philippines

Architectural Revit

Microcadd Institute Incorporation

Quezon City, Philippines

Comprehensive and Advanced AutoCAD

Microcadd Institute Incorporation

Quezon City, Philippines

National Certificate II in Food and Beverage Service

TESDA (Technical Education and Skills Development Authority)