



# EARL STEPHEN RESTON

## Architect

### Work Experience

**Company:** Al Hikma Building Contracting, Dubai UAE  
**Position:** Architect • February 2023 to present  
**Project:** Dubai British School

#### Duties and Responsibilities

- Prepare shop drawing for submission & approval
- Review drawings & raise RFI's to clear the details.
- Assist and provide necessary documents (Drawings, Specification etc.) needed by engineers/subcontractor/Suppliers in the site.
- Review technical submittal & samples from subcontractor and compare if they meet with the specifications and approved drawings before submission to consultant for approval.
- Perform all other duties given by the project manager.

**Company:** Glasshouse, Sharjah, UAE  
**Position:** Architect • February 2022 January 2023  
**Project:** Subcontractor- Interior Glass Partition

- Coordinate with the engineers & conduct site inspection & measurement to prepare drawing.
- Prepare shop drawing & technical submittal for submission
- Prepare Fabrication drawing
- Attend Inspection with the consultant if necessary

**Company:** BDI Building Contracting, Dubai UAE  
**Position:** Architect • September 2021 January 2022  
**Project:** Al Beiruti Restaurant

#### Duties and Responsibilities

- Prepare shop drawing for submission & approval
- Review drawings & raise RFI's to clear details.
- Monitor finishing works of site engineers and subcontractor to ensure that all will be carried out according to the drawings and specification.
- Update to the consultant if there are any issues/deficiencies during implementation and provide recommendation to solve the issue.
- Prepare the site prior to consultant inspection.
- Attend consultant inspections and rectify all given comments.

**Company:** Fujairah National Construction, Dubai UAE  
**Position:** Architect • February 2019 to March 2021  
**Project:** (9 Buildings) Res. Complex Mohamed Bin Rashid Al Maktoum City G+4P+14F+Roof Commercial & Res. Building

#### Duties and Responsibilities

- Prepare shop drawing for submission & approval
- Review drawings & raise RFI's to clear the details.
- Assist technical manager in review of technical submittal from subcontractor for the compare if they meet with the specifications and approved drawings before submission to consultant for approval.
- Assist and provide necessary documents (Drawings, Specification etc.) needed by engineers/subcontractor/Suppliers in the site.
- Perform all other duties given by the technical manager & project manager.

### Personal Summary

I am a Registered and License Architect with 12 years of experience overall in contracting company (10 years in GCC). Experience in preparation of detailed design drawings, 3d modeling, quantity surveying and project scheduling. Efficient at performing multi-tasking jobs and works well under pressure in completing job assignments. Resourceful, hardworking and worked effectively as a team member with positive attitude.

### Contact

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Current Address: Dubai, United Arab Emirates

### Education

Bachelor of Science in Architecture  
2004-2009 Aklan State University  
Kalibo, Aklan Philippines  
Associate in Industrial Technology - Major in Drafting Technology  
2002-2004 Aklan State University  
Kalibo, Aklan Philippines

### Personal Data

Nationality: Filipino (Philippines)  
Date of Birth: October 3, 1985

### Key Skills & Expertise

AutoCAD  
Microsoft Office (Excel, Word, PowerPoint)  
Primavera 6 R8.2  
Sketch-up Pro  
Vray for Sketch-up  
Adobe Photoshop  
Plan swift  
Revit Architecture

## Seminar & Trainings

Primavera 6 R8.2 version  
JEFELCOM- Jeddah Saudi Arabia  
Revit Architecture 2015  
JEFELCOM- Jeddah Saudi Arabia

## Affiliation

Saudi Engineering Council  
Kingdom of Saudi Arabia

United Architects of the Philippines,  
Western Region Chapter-(UAP-WRC)  
Kingdom of Saudi Arabia

**Company:** Gulf Modern Contracting - Dubai, UAE

**Position:** Architect cum Planning Engineer • January 2017 - January 2019

**Project:** Residential Villas, Majlis G+4 Commercial Buildings and Factories.

### Duties and Responsibilities

- Prepare shop drawing for submission & approval
- Assist and provide necessary documents (Drawings, Specification etc.) needed by engineers/subcontractor/Suppliers in the site.
- Assist tendering engineer in preparation of quantity takeoffs for tender projects.
- Prepare baseline, revised, update and recovery schedule.
- Monitor site activities and prepare progress and monthly reports.
- Perform all other duties given by the project manager and technical manager.

**Company:** PC Marine Services - Jeddah, Saudi Arabia

**Position:** Architect cum Planning Engineer • November 2010 - November 2016

**Project:** Sea ports, water front developments, quay walls, roads

### Duties and Responsibilities

- Prepare shop drawing for submission & approval
- Assist and provide necessary documents (Drawings, Specification etc.) needed by engineers/subcontractor/Suppliers in the site.
- Assist tendering engineer in preparation of quantity takeoffs for tender projects.
- Prepare baseline schedule and updates & recovery schedule.
- Prepare weekly & monthly reports.
- Perform all other duties given by the project manager.

**Company:** Roof and Wall Savers - Makati, Philippines

**Position:** Junior Site Engineer • July 2009 to October 2010

**Project:** Highrise Residential and Commercial Buildings

### Duties and Responsibilities

- Provided daily program of work to the foreman.
- Monitor site activities and prepare progress and monthly reports.
- Attend coordination meetings.
- Estimate and request all necessary materials needed in the site.