

ALFRED BIEN TORRES MEDINA

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PROFESSIONAL SUMMARY

Dedicated and accomplished professional with a diverse background encompassing roles as a Project Development Officer II, Project-in-Charge, Architectural Designer, and Project Architect. Possessing a proven track record of success in overseeing and contributing to various phases of project development, from initial conceptualization to final execution. Adept at providing leadership, technical expertise, and innovative design solutions in the field of architecture and project management. Seeking a dynamic opportunity to leverage my multifaceted experience, leadership skills, and architectural expertise to contribute to the success of a forward-thinking organization. Eager to bring a unique blend of project development, design, and management skills to a position that values innovation, excellence, and a commitment to delivering impactful results.

SKILLS AND ABILITIES

- Project Planning
- Project Management
- Attention to Detail
- Time Management
- Communication Skills
- Budget Management
- Quality Assurance
- Software and Tools Expertise
- Client Management
- Regulatory Compliance
- Strategic Analysis
- Design Creativity
- CAD Proficiency
- Spatial Awareness
- Construction Oversight

WORK EXPERIENCE

Provincial Government of Bataan | Philippines 2023 - Present

Position: Project Development Officer II

- Provided administrative and technical assistance to Provincial Development.
- Contributed to the development of projects for the infrastructure sector in the Province of Bataan.
- Conducted analysis on potential trajectories of development and assessed their benefits to socio-economic progression.

JOEM Construction and Trading | Philippines 2021 - 2022

Position: Project-in-Charge

- Successfully handled manpower allocation and provided site supervision.
- Managed, monitored, and ensured the high quality of workmanship throughout the project.
- Provided and implemented essential shop drawings for both fabrication and construction phases.

RDM8 Building Design Services | Philippines 2020 - 2021

Position: Architectural Designer

- Planned and designed a range of projects, including small-scale residential buildings to large-scale industrial structures.
- Executed as-built plans, ensuring compliance before the issuance of Occupancy Permits.
- Drafted initial specifications for review and revision by the Principal Architect.
- Provided quantity estimates for materials to facilitate the formulation of Bills of Quantities (BOQ) and Bills of Materials (BOM).

- Coordinated the preparation of necessary plans and documents for contractors.

ADCON-Adriano Construction | Philippines

2020

Position: Project Architect

- Successfully handled manpower allocation and conducted site inspections.
- Managed, monitored, and ensured the high quality of workmanship during project execution.
- Ensured strict compliance with given specifications for all materials used and work performed.
- Provided and implemented essential shop drawings for both fabrication and construction phases.

Vision Properties and Development Corporation | Philippines

2019 - 2020

Position: Project Architect

- Conducted site inspections and efficiently managed manpower allocation.
- Provided and implemented revisions and shop drawings to enhance project accuracy.
- Managed, monitored, and ensured the quality of workmanship throughout the project duration.
- Verified that all materials used and work performed adhered to specified project specifications.
- Coordinated billing processes for subcontractors, ensuring accurate and timely invoicing.
- Offered and implemented essential shop drawings for both fabrication and construction phases.

TRAININGS AND CERTIFICATIONS

- United Architects of the Philippines (Member), 2022 - Present
- United Architects of the Philippines Graduate Auxiliary (Member), 2019 - 2021
- United Architects of the Philippines Student Auxiliary (Member), 2017 - 2019
- Symposium on P.D.1096 and Quality Assurance, 2015

EDUCATION

Bataan Peninsula State University | Philippines

2012 - 2019

Bachelor of Science Architecture