

JENEVIVE TRIBIANO

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📍 Singapore 730658

PROFESSIONAL SUMMARY

Accomplished Registered Architect with a proven track record at LINCOTRADE & ASSOCIATES PTE LTD, excelling in architectural drafting and 3D visualization. Demonstrated expertise in project coordination and teamwork, significantly enhancing project efficiency and quality. Skilled in AutoCAD and SketchUp, adept at leading teams to deliver exceptional architectural solutions on time.

SKILLS

- Proficient in AutoCAD
- Adobe Acrobat
- Microsoft Office
- AutoCAD expertise
- Proficient in 3D visualization (Sketchup & V-ray)
- Knowledgeable in Revit
- Detail Oriented
- Planning and coordination

EDUCATION

Iloilo Science and Technology University

La Paz, Iloilo Philippines • 04/2016

Bachelor of Science in Architecture

- Dean's Lister
(S.Y. 2012-2016)
- Leadership Awardee
(S.Y. 2014 - 2016)
- Culture and Arts Awardee
(S.Y. 2013 - 2015)

WORK HISTORY

Lincotrade & Associates Pte. Ltd. - Architectural Coordinator *Singapore • 09/2022 - Present*

- Making 2d plans, As-built plans, 3d modelling and Rendering of Architectural Interiors and Interior Design of residential, hotels, and offices with the use of AutoCAD, Revit, SketchUp and V-ray.
- Coordination with other allied professions, attending site coordination meetings and walkthrough.

Empire East Land Holdings Incorporation - Turnover Architect *Philippines • 01/2021 - 08/2021*

- Prepares turnover documents, coordination and assisting the clients for the turnover of condominium units.
- Checking, punch listing of units and supervising the construction prior to turnover.

DATEM Inc. - Architectural Coordinator *Philippines • 10/2018 - 01/2020*

- Supervision of interior fit-outs and masonry works.
- Prepares shop drawings, material samples & estimate of materials for interior fit-out.
- Prepares look ahead schedules, daily and weekly accomplishment reports, billings, RFA's, RFI's and letters.
- Performs quality control of works and materials.

ARSD Construction Corporation - Architect *Philippines • 05/2016 - 10/2018*

- Project-in-charge Architect of a commercial and warehouse complex.
- Prepares shop drawings, estimates of materials and material samples.
- Supervision of interior fit-outs, masonry works and performs quality control of works and materials.

LICENSE OR CERTIFICATIONS

- Philippines Professional Regulation Commission Architecture License (since 2018)
- Philippines Professional Regulation Commission Master Plumber License (since 2022)