



ACHIEVEMENTS:

- ✓ WITH HONORS 2006-2007
(SECONDARY)
- ✓ EXEMPLARY CONDUCT 2006-2007
(SECONDARY)
- ✓ **RANK 3 REGIONAL POSTER MAKING CONTEST** AUGUST 24, 2007 (SECONDARY)
- ✓ **RANK 2 BUWAN NG WIKA POSTER MAKING CONTEST** AUGUST 15, 2008 (SECONDARY)
- ✓ **RANK 2 MUNICIPAL NUTRITION MONTH POSTER MAKING CONTEST** JULY 30-31, 2008 (SECONDARY)
- ✓ **RANK 3 DIVISION SECONDARY SCHOOL PRESS CONFERENCE** OCTOBER 1-3, 2008 **EDITORIAL CARTOONING**
- ✓ 20 HR. COURSE PROGRAM ENGLISH ESSENTIAL SEPTEMBER 17, 2016 (ADAMSON UNIVERSITY)
- ✓ **ENGAGEMENT CHAMPION AWARD- UNITECH PHIL'S INDUSTRIAL MACHINERY** DECEMBER 2021

KAREN STEPHANIE VELCHEZ ISIDORO

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ADDRESS: LOT 17 BLOCK 51 D SANTOL STREET GRAND MEADOWS , ANTEL GRAND VILLAGE

INTERESTED IN A POSITION ANY JOB PARTICULAR BELOW:

- ARCHITECTURAL DESIGNER
- DRAFTSMAN
- SITE INSPECTOR-COORDINATOR
- QUALITY CONTROL DESIGNER
- ADMINISTRATOR WORKS
- SALES ADMIN WORKS

WHERE I CAN SHARE MY KNOWLEDGE PARTICULARLY IN ARCHITECTURAL DESIGN-SITE COORDINATION-ADMIN WORKS AND URBAN DESIGN.

EDUCATION:

TERTIARY LEVEL:

ADAMSON UNIVERSITY

900 SAN MARCELINO ST. ERMITA MANILA CITY

BACHELOR OF SCIENCE MAJOR IN ARCHITECTURE

2011-2017 (GRADUATE)

CATANDUANES STATE UNIVERSITY

CALATAGAN ST. VIRAC CATANDUANES

BACHELOR OF SCIENCE INDUSTRIAL TECHNOLOGY MAJOR IN DRAFTING

2009-2011 (2YRS)

SECONDARY LEVEL:

CATANDUANES COLLEGES

(HIGHSCHOOL DEPARTMENT)

2005-2009 (GRADUATE)

PRIMARY LEVEL

VIRAC PILOT ELEMENTARY SCHOOL

SAN ROQUE VIRAC CATANDUANES

1999-2005 (GRADUATE)

SKILLS AND ABILITIES:

- ARCHITECTURAL DESIGNER 2D/3D
- AUTOCAD/REVIT/LUMION/SKETCH UP/3D RENDER/WALK THRU
- MANUAL DRAFTING/MANUAL RENDERING
- SITE INSPECTION-CONSTRUCTION
- SITE COORDINATOR-MANAGEMENT OF MANPOWER
- ADMIN WORKS/SALES WORKS
- CAN READ AND UNDERSTAND ARCHITECTURAL AND ENGINEERING DRAWINGS

AFFILIATIONS:

Drum and Lyre Corps, 2005-2006

- Drum and Lyre Corps, 2007-2008
- Drum and Lyre Corps, 2008-2009

United Architects of the Philippines Students Auxiliary (UAPSA-Adamson)

- Member, 2012-2014
 - Creative Management Officer 2013-2014
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SEMINARS:

 **Philippine Architecture and Urban Planning taken to the next level**

September 9, 2012 at PHILAM LIFE THEATER

 **ARKI SYMPOSIUM 2014**

Architecture Gearing Towards Asean Integration, Adamson Theater

 **Architecture for Dummies**

Discover the thrills of being an Architecture Student, Arki basic 101 and Advanced Design Conceptualization, CS-AVR Adamson University

2015

University of the Philippines;

School of Urban and Regional Planning "Zoning in the Philippines"

2015

2015 Plumbing System 101

University of the Philippines;

School of Urban and Regional Planning "Climate Change
Adaptation in U"

2015

Yuchengco Museum

"Plazas, Cities, and Urban Design

2015

Adamson University "Graphisoft
ArchiCad"

2015

PALMECO The better green building board

2015

Towards Green Building

2015

Pacific Paint (Boysen) Philippines

Inc. "Introduction to Paint Technology Course"

2015

Adamson University

"Graphisoft ArchiCad Fundamentals"

Professional Experience:

60 BMA PLE, Tatalon Quezon City 2015-2018 **Junior Architect**

3YRS-INCLUDING OJT/APPRENTICESHIP

JOB DESCRIPTION AND RESPONSIBILITIES:

- ON-THE JOB TRAINING AND APPRENTICESHIP IN ARCHITECTURE
- ARCHITECTURAL DESIGNER 2D-3D RENDER WORKS
- SITE INSPECTION OF RESIDENTIAL PROJECTS, AND INTERIOR DESIGN LAYOUTS.
- DESIGN AND BUILD FIRM.

- ✓ **Model Space Builders 2016** Brgy. Bacao 2, General Trias Cavite
A PART-TIME JOB (3 MONTHS)
CAD OPERATOR 2D/3D AND SITE INSPECTOR

- RESIDENTIAL PROJECTS
- INTERIOR LAYOUTS
- SCHEDULE OF WORKS

- ✓ **Okada Manila 2017 -Quality Control** (Design Architect on Site)
JUNE-NOVEMBER 2017 (6 MONTHS)
QUALITY CONTROL INSPECTOR
 - CHECKING THE INSTALLATIONS OF MATERIALS ON SITE
 - AS-BUILT DRAWINGS
 - LAYING OF MATERIALS DELIVERY AND CONTROL

- ✓ **Zian Enterprise 2018-2019 ARCHITECTURAL**
DESIGNER(PART-TIME) (1 YEAR)
 - ARCHITECTURAL DESIGNER
 - 2D AND 3D ARCHITECTURAL DRAWINGS
 - RESORT-RESIDENTIAL-APARTMENT PROJECTS
 - CHECKING THE DELIVERIES AND CONTROL

- ✓ **Unitech Philippines (GREE) December 2019 – April 2022-PROJECT**
ARCHITECT/SITEINSPECTOR/PROJECT COORDINATOR/ADMIN WORKS
/PRODUCT SALES (3 YRS)

Duties and Responsibilities at Unitech:

1. Ensures quality of workmanship in any project assigned
2. Coordinates with many parts of the project
3. In-charge of product design, development of plans, construction documents, and consultation with other experts about the job being completed.
4. Oversee workers involved in design of the project, and they also are in-charge of coordinating different pieces of the project with staff and clients.
5. Responsible for communicating with the engineers, and city officials that maybe involved with the design phase of each project.
6. Determine the construction materials and the best method for the project.
7. Make sure that each project meets local zoning and building codes.
8. Assess project needs and set objectives, budget and schedule
9. Work with vendors to ensure on time delivery and on budget production.

10. Develop construction documents through consultation with clients

Elevator/Escalator Department:

Additional on Project and Engineering Department :

1. Monitoring of Manpower
 2. Checking the Status of the Project
 3. Compilation of Weekly Status Reports from Site Engineers
 4. Documentation of Transfer Letter
 5. Weekly submission to Project Manager of Status Reports by Site Engineer
 6. Compilation of Work Schedule/Gantt Chart
 7. Compilation of Holiday Letter
 8. Checking and verify of overtime activities (manpower on site)
 9. Manpower Schedule of Works/Transfer
 10. Compilation (Letter of Floating Status Manpower.)
 11. Announcement of Line-up for Floating Manpower
 12. Compilation of Manhour Report submitted by Safety Officers
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1. Monitoring of Schedule of works
 2. Manpower monitoring
 3. Checking the status of the project
 4. Site coordination with clients
 5. Checking the contract with the clients
 6. Coordination with the provincial government officials/APOR technician
 7. Site coordination with site engineer
 8. Coordination with HR Department regarding the transportation of workers (Provincial Project)
 9. Compilation of Service Job Order
 10. Compilation of Maintenance Report
 11. Computation of Billing that will be charged to clients
 12. Site coordination with elev/esca Manager

✓ **ZIAN ENTERPRISES 2019-2023 - SITE INSPECTOR/ARCHITECTURAL DESIGNER/PROJECT CONSTRUCTION ADMINISTRATOR (PART TIME TO FULL TIME) (4 YRS)**

Duties and Responsibilities

- ARCHITECTURAL DESIGNER
- 2D/3D AUTOCAD/REVIT/SKETCH UP DRAFTING
- RESIDENTIAL PROJECT
- RESORT PROJECT
- APARTMENT PROJECT
- CHECKING THE MANPOWER
- SITE INSPECTION/SITE COORDINATION
- ADMIN WORKS

REFERENCES,

Available upon request.

hereby certify that the above statements are true and correct to the best of my knowledge and belief.

KAREN STEPHANIE V. ISIDORO