**Felicilda, Carmina De Leon**

Degree in Bachelor of Science in Architecture

**Phone #** +971523967309

**Email :** felicilda.carmina@yahoo.com

**PERSONAL SUMMARY**

A highly competent, motivated and enthusiastic junior architect with experience of working as part of a team in a busy office environment. Well organized and proactive in providing timely, efficient and accurate support to office managers and work colleagues. Approachable, well presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems. Currently looking for a suitable position with a reputable and ambitious company.

**ACADEMIC QUALIFICATIONS**

* Degree in Bachelor of Science in Architecture

Bataan Peninsula State University Philippines

**EMPLOYMENT HISTORY**

**Junior Architect at ROA Design and Engineering (2016-2018)**

* Preparing revit drawings for BIM submission as well as creating revit files for typical use.



* Preparing and presenting boards to liaise with contractors and clients.
* Technical officer involve in the drafting
* Coordinates activities with other colleagues to ensure timely completion.
* Review and coordinate documents with any consultants.
* Making drawings of duct layout, ventilation system and exhaust system.
* Making co-ordination drawings with other services.
* Review the architectural drawings and single layout drawings provided by Design and Works Coordinator.
* Assisting in the management of the sub contractors.
* Working closely with the other project teams/ Engineering group department .
* Maintain and update drawing register
* AutoCad experience

**Philippine Health Centre Philippines**  (2014-2016)

* Organize and accurately maintains filing system of confidential information.
* Coordinates activities with other colleagues to ensure timely completion
* Provides document management support in corporate presentations, organizational charts, quarterly goal charts and correspondence.
* Handling incoming / outgoing calls, correspondence and filing.
* Faxing, printing, photocopying, filing and scanning.

 **PERSONAL SKILLS &COMPETENCIES**

* Depth knowledge of revit details and features.
* Familiar with with all revit / 3D software shortcuts.
* Expert in modelling and Drafting.
* Expert in Autocad
* Knowleage in sketch uo
* Knowledge of adobe Photoshop
* Ability to prioritize and plan effectively.
* Strong organizational, administrative and analytical skills.
* Ability to maintain confidentiality.
* Ability to produce consistently accurate work even whilst under pressure.
* Ability to multi task and manage conflicting demands

**ACHIEVEMENTS**

* TOP 6 overall in Architectural Thesis

Bataan Peninsula State University Philippines

* Top 10 (Thesis Research Writing)

Bataan Peninsula State University Philippines

* University Dean’s Lister

Bataan Peninsula State University Philippines

**PERSONAL INFORMATION**

**Address**: The Gardens, Jebel Ali

**Age**:   22

**Date of Birth**:   June 15, 1996

**Gender**:    Female

**Civil Status**:    Single

**Height**:             5’5

**REFERENCES** – Available on request.