

AR. ANNA CLARISSA C. CARLOS

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PROFESSIONAL EXPERIENCE

Technical Executive Assistant

Oikodomeo Construction Corporation- Taguig City, Philippines- Full-time (Probationary Status)- Dec 2019 – present

- Assists the Senior Architect in overseeing architectural plans and documents
- Reviews documents for application, submittal and coordination with suppliers, contractors and government agencies
- Assigned to handle landscape design for one (1) project
- Manages junior architects and designers on their scheduled submittals and ensures that deadlines are met
- Audits office building on repairs needed and coordinates with building maintenance officer
- Attends technical meetings and prepares minutes of the meeting; coordinates and reviews details of the meetings with technical personnel such as architects and engineers

Administrative Officer V, Research, Collections and Conservation Management Division

National Museum of the Philippines- Manila, Philippines- Full-time- Oct 2017 to Nov 2019

- Responsible for conservation-related topics within the agency
- Assists with administrative concerns of the division
- Acts as project inspector of assigned conservation projects
- Audits agency facilities in Metro Manila and satellite offices

Planning Officer III, City Planning and Development Office

Manila City Hall- Manila, Philippines- Full-time- Dec 2016 – Oct 2017

- Responsible for the coordination, explanation and dissemination of the Programs, Projects and Activities and Annual Investment Program of all divisions within the City Hall of Manila
- Assisted in the Community- Based Monitoring System, a social planning program in coordination with DILG Manila

Project Architect, Heritage Architecture

Tropiks Design Studio, Inc. - Quezon City, Philippines - Oct 2014- Mar 2016

- Focused on handling the heritage projects of the firm
- Responsible for writing a cultural heritage impact assessment and understanding the conservation process in the Philippines
- Projects
 - Conservation Guidelines
 - Cultural Heritage Impact Assessment
 - Conservation of 8 Heritage Churches and a Museum in Bohol & Cebu

Project Coordinator/ Architect

Archispace Design, Co. (formerly Rod Bernardo & Partners)- Quezon City, Philippines- May 2008 to June 2013

- Responsible for the management of projects (specifications writing, coordination with suppliers, deed of restrictions)
- Assisted on the technical side of projects (plan revisions, preparation of construction bulletins, site analysis and site visits)
- Projects:
 - Office Building
 - Residential Houses
 - Staff Housing

CADD Operator

Santos, Caguin & Associates- Pasig City, Philippines- May 2005 to Dec 2007

- Responsible for plan revisions, contract documents, color concepts, area computations (floor and site plan) and specifications writing
- Projects:
 - Mid-Rise Development
 - Residential Projects in the following:
 - Mille Luce
 - Model Units in the following subdivisions:
 - La Joya de Sta. Rosa
 - South Forbes
 - Crosswinds- Pinegrove in Cavite
 - Site Planning
 - Stonecrest
 - Monterrazas de Cebu

SKILLS

Task Completion and Handling

- Results-oriented
- Comfortable working with numbers
- Able to work in groups

Language and Technical Skills

- Fluent in English and Tagalog
- Computer literate in programs such as Microsoft Office, Adobe Photoshop, Autocadd, GWCadd, Intellicad and Basic Sketchup
- Excellent typing skills

Multi-cultural Experience

- Spent nearly 11 months studying overseas (United Kingdom)
- Worked with different nationalities on university course works and on a government workshop
- Thrived in a multi-cultural environment

EDUCATION

Professional Development (*Certificates*) (2020)

- Mind Control: Managing Your Mental Health During COVID-19 by Coursera (University of Toronto)- 01 September 2020
- Successful Career Development by Coursera (University System of Georgia)- 21 August 2020
- Thing Again I: How to Understand Arguments by Coursera (Duke University)- 17 August 2020
- Managing Employees by Saylor Academy- 31 July 2020
- Essentials of Global Health by Coursera (Yale) – 05 July 2020
- Personal & Family Financial Planning (University of Florida) – 04 July 2020
- Creative Thinking: Techniques and Tools for Success by Coursera (Imperial College London) – 03 July 2020
- Sit Less, Get Active by Coursera (The University of Edinburgh) – 03 July 2020
- The Challenges to Global Health by Coursera (Duke University) – 30 June 2020
- Disaster Preparedness by Coursera (University of Pittsburgh)- 30 June 2020
- Converting Challenges into Opportunities by Coursera (University of California San Diego)- 27 June 2020
- Mindshift: Break Through Obstacles to Learning and Discover Your Hidden Potential by Coursera (McMaster University)- 16 June 2020
- Creative Problem Solving by Coursera (University of Minnesota) – 07 June 2020
- Covid- 19 Contact Tracing by Coursera (Johns Hopkins University)- 27 May 2020

Master of Science in Historical Building Conservation- University of Portsmouth

Portsmouth, United Kingdom (2013-2014)

- Graduate program dedicated to learning the value of retaining heritage sites, financial constraints and methods available. It also involved the legal documents and administrative skills needed for professional practice.

BS Architecture- University of Santo Tomas

Quezon City, Philippines (2000-2005)

- The College of Architecture of the University of Santo Tomas is a center of excellence that combines human expertise and practical application.

ELIGIBILITY

Professional Regulation Commission (Architecture Licensure Exam)

2009

SEMINARS ATTENDED

ARCHITECTURAL

- Architecture Office Practice in the New Normal in Pandemic Time 2020 by UAPQC Chapter – September 2020
- PCAB License Application Made Easy by UAPQC Chapter – February 2020
- The Architect as a Communicator: Mastering Effective Communication in the Age of Technology by UAPQC Chapter- October 2019
- The Architect's Role in the New Urban Agenda by UAPQC Chapter- Sept 2019

- Roundtable discussion on Gender and Built Heritage by NM-GAD Focal Point Group and AABHD – Sept 2019
- Module on Green Strategies by UAPQC- Aug 2017
- Risk Management Policy Development Workshop by the School of Science & Public Policy (Dept. of Geography) and King's College London in connection with Christian Aid and Urban Poor Associates– Mar 2017
- Understanding the CPD Law for Architects and its IRR with Ar. Chona E. Ponce by UAPQC Chapter - Jan 2017
- Rated PG: Practical Green UAPQC Chapter- Nov 2016
- Service Excellence: Our time for change - Building Empathy in our Professional Career by UAPQC Chapter 2016
- Q.C. DRMM INITIATIVES & PROGRAMS (Strengthening Partnership in Making a Resilient Q.C.) by UAPQC – Sept 2015
- Fire Code for the Filipino Architect Today by UAPQC Chapter –Jan 2015
- Developing Resilient Cities: Linkage between the factors that make cities Healthy, Resilient and Happy by UAPQC Chapter– Oct 2014

HERITAGE

- PAMANALIKSIK International Research Conference on Moveable and Immoveable Heritage by College of Architecture, UP Diliman and Escuela Taller de Filipinas Foundation Inc.- Aug 2019
- Pamaraan: The Hows of Heritage and the Brutal Reality of Conservation in the Philippines by UAPQC Chapter- Mar 2019
- DSPI's Training Relative to Disaster Risk and Conservation Status Assessment Services by NCCA and TIEZA - Oct 2018
- Seminar on Museum Practice: Heritage Management and Museum Education by NM – Sept 2018
- Women Leadership Program by the NM-GAD Focal Group- Aug 2018
- Maintaining your Collections at Guiuan by NM and University of Melbourne, Jul 2018
- Women Leadership Program by the NM-GAD Focal Group – Jun 2018
- Seminar- Workshop on Fourier Transform Infrared Spectroscopy (FTIR) by RCC Division- Jun 2018
- An Introduction to Basic Sampling and Sample Preparation of a Teaching Object by FAD and RCC Division – Feb 2018
- Basic Testing Techniques on Textiles by RCC Division – Jan 2018
- Experts' Conference on the Restoration of selected Heritage Structures in Cebu and Bohol by NHCP, NM and NCCA – Nov 2014

MANAGEMENT

- Integrated Management System by NMP – Bids and Awards Committee- Sept 2019
- 5'S of Good Housekeeping by the DAP in relation to the QMS – Nov 2018
- Quality Management System on Auditing by the DAP – Nov 2018
- Gender Sensitivity Orientation by the NM-GAD Focal Point Group – June 2018
- Orientation Program for New Employees by the HRMD– Mar 2018
- Rules on Administrative Cases in the Civil Service by the CSC and HRMD- Feb 2018
- Training Workshop in Strategic Planning by the HRMD– Dec 2018
- Capability Building Training by the NM-GAD Focal Point Group - Dec 2018
- Empowering Women through Financial Literacy Seminar by the NM-GAD Focal Point Group – Dec 2018
- Seminar on 2017 Omnibus Rules in Appointments and other Human Resource Actions by the CSC and HRMD - Oct 2018
- Orientation on participation to Local Special Bodies (LSBs) and workshops in participatory planning and budgeting by the DILG – Sept 2017
- Supervisory Development Seminar Workshop for Future Leaders by the CPO - May 2017
- Orientation Workshop on Effective Coaching and Mentoring by the CPO- Apr 2017

OTHERS

- Photography Workshop with Mr. George Tapan by NMP- August 2019
- Researchers Conference by the NMP – August 13-14, 2019
- Roundtable Discussion on Safety and Security on Researchers in the Field by NM-GAD Focal Point Group- March 29, 2019
- Fire Drill and Lecture by NM - EPC and BFP March 22, 2019
- Women Leadership Program by the NM-GAD Focal Point Group - Oct 2018
- Fire Prevention Seminar and Hands-on training by RCC Division – Jun 2019
- Seminars in Museum Practice: National Museum Cross- disciplinary Research by NM- Nov 2017
- 2017 Canadian Infrastructure Mission by The Canadian Trade Commissioner Service of Global Affairs Canada and Export Development Canada- Jan 2017

• REFERENCES AVAILABLE UPON REQUEST