**Kaycelin G. Montelibano**



**Registered and Licensed Architect**

Carmenville Subdivision, Casisang, Malaybalay City, Bukidnon

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**OBJECTIVE:**

To work in a challenging environment towards a successful career in the industry and obtain a full-time position in an International company by making the best out of my abilities and inter-personal skills for contribution to my employer organization and personal growth.

1. **Education**

**Tertiary:**

La Consolacion College- Bacolod, Negros Occidental, Philippines

Bachelor of Science in Architecture

SY 2011-2016

**Additional Educational Achievement:**

AutoCAD 2D Training

Adobe Photoshop

Revit Architecture Training

Architectural Drafting

Architectural Interiors

Basic Sketchup 2D and 3D Training

Building Technologies and Utilities

Microsoft Office (Microsoft Word, Office, Excel, PowerPoint)

**Extra-Curricular Activities:**

* Board of Directors - Events Committee Chairwoman of United Architects of the Philippines-Dubai Chapter Year 2019-2020
* Member of United Architects of the Philippines-Dubai Chapter Year 2019-2020
* President of United Architects of the Philippines-Student Auxiliary Year 2015-2016
* President of The International Association of Lions Clubs Year 2014-2017
* President of La Consolacion College-Pear Facilitators Guild Year 2013-2014
* Vice-President of Supreme Student Government of La Consolacion College-Bacolod Year 2014-2015
* Vice-President of La Consolacion College-Pear Facilitators Guild Year 2013-2014
* District Director-Area C2 and C3 (National Officer) of United Architects of the Philippines Student Auxiliary-National Year 2015-2016
* District Director- Area C2 and C3 (National Officer) of United Architects of the Philippines Graduate Auxiliary-National Year 2016-2017
* Councilor of La Consolacion College-Pear Facilitators Guild Year 2011-2016
* Councilor of La Consolacion College Bacolod-ARFIEN Department Year 2011-2016
* Councilor/Committee (National Officer) of United Architects of the Philippines Student Auxiliary-National Year 2011-2016
* Participant of The Ten Outstanding Students of the Philippines Year 2015-2016

1. **Experiences**

**Expressions FZC**

**Sharjah Airport Freezone, UAE**

Architect cum Interior Designer cum Technical Engineer cum Project’s

Coordinator and Sales

February 2019 till present

* Head Designing and Technical Architect for an Interior Fit-out and Hospitality Solutions Company (Decking, Flooring, Pergola, Luxury Décor, Carpets, Fixtures and Furniture)
* Doing Autocadd 2D and Adobe Photoshop
* Site Architect for Site Supervision. Working on site directly with Labors, Engineers, Architects and Project Manager’s.
* Project Coordinator
* Developing pre-sales and marketing strategies with the admin, sales and the company owner to ensure achieving of goals and monthly sales target
* Technical Engineer and Designer
* Manage technical meetings for verification and approvals of product materials to ensure clients satisfaction and faster deal closure
* Conduct research and Prepares cost analysis to obtain data in computer by recapitulating material, labor, equipment, subcontractor and overhead costs incurred in the installation of items
* Collaborate with on-site team and external contractors to ensure that the property and individual units are repaired and maintained to meet company standards, technical specifications and local laws
* Extracting all documents, drawings (soft and hard copies) to make Bill of Quantities
* Doing both Outdoor and Indoor Sales (Decking, Flooring, Pergola, Luxury Décor, Carpets, Fixtures and Furniture)

**L.M.A Technical Works/ Luxury Metals and Doors**

**Dubai Silicon Oasis, UAE**

Technical Engineer cum Project’s Coordinator cum Head Estimator and Sales

February 2017 till February 2019

* Estimator for all catered products such as Aluminum Works, Non-Structural Works and Steel Fire Rated Doors
* Technical Engineer
* Manage technical meetings for verification and approvals of product materials to ensure clients satisfaction and faster deal closure
* Conduct research and Prepares cost analysis to obtain data in computer by recapitulating material, labor, equipment, subcontractor and overhead costs incurred in the installation of items
* Doing minor Autocadd works and revisions
* Site Supervision. Working on site directly with Labors, Engineers, Architects and Project Manager’s.
* Project Coordinator
* Executive Secretary for Owner/General Manager, Project Manager, Sales Manager, Managing Director
* Document Controller and Procurement Officer
* Respond to telephone, email, walk-in and website contact form inquiries from existing community members, prospective residents, management, vendors and other constituents
* Developing pre-sales and marketing strategies with the admin, sales and the company owner to ensure achieving of goals and monthly sales target
* Professional Qualification Registration and Vendor Application
* Handle minor financial transactions for the office, such as collecting payments and deposits, issuing receipts and purchasing needed supplies, receiving cheques, organizing and maintaining financial files and records, and issuance of tax invoice and local purchase order and assisted the Accountant to manage the financial accounts
* Collaborate with on-site team and external contractors to ensure that the property and individual units are repaired and maintained to meet company standards, technical specifications and local laws
* Doing both Outdoor and Indoor Sales (Aluminum, Steel and Non-Structural Products)

**AS.Gamboa & Associates – Architectural & Construction Company**

**Bacolod City, Philippines**

Apprenticeship

2013 –2015

* Assist submission of monthly reports
* Submit expense reports
* Answer and direct phone calls
* Supply Management
* Document Controller
* Project and material Estimator
* Enter data from source documents into prescribed computer database, files and forms. Develop and maintain a filing system
* On-site supervisor
* Doing architectural layouts and drawings

1. **Qualifications**

* Maintain a high level of confidentiality
* Work independently and organize complex clerical tasks
* Ability to be flexible and adaptable in a variety of situations
* Computer Literate (Microsoft Word, Office, Excel, PowerPoint)
* Proficient in English (speaking and writing)
* Enthusiastic, quick to learn with good interpersonal and organizational skills.
* Have a high sense of responsibility
* Knowledgeable in Events Management, Tour Planning, and Architecture
* Very good communication and convincing skills
* Accomplish work responsibilities with minimum supervision
* Proficient in any field of work for both Indoor and Outdoor Activities

1. **Personal Data**

Nationality: Filipino

Language: English, Tagalog, Cebuano, Hiligaynon

Birthday: February 15, 1995

Marital Status: Single