

MYRIAM CISTERÉ GARCIA

Architect/Project Manager



Personal Details

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Languages Spoken: English, Spanish and Catalan

Date of Birth: 06 August 1980

Nationality: Spanish

Marital Status: Single

Driving License: Spain Driver's License B1

- I have **10 years of experience** in Construction, Design Execution, Constructability and **Project Management**.
- For the last few years I have fully engaged with site activities, Supporting and assisting field Engineers, Managing site changes, monitoring progress and the execution of works and building small projects on my own. At all times I try to ensure the design meets the **scope of the contract, schedule** and **quality** requirements, and the work is performed within **budget**.

Work Experience

- | | |
|-------------------|---|
| 10/2013 – 11/2013 | <p>Project Manager - Jimaran Construction Company. Tarragona. Spain</p> <ul style="list-style-type: none"> - Previous Studies, Tenders, Quotations and Feasibility of various projects. |
| 01/2012 – 05/2012 | <p>Site Project Manager - TCSA Construction Group. Tarragona. Spain</p> <ul style="list-style-type: none"> - Evaluate Quotations, Sending inquiries to all major subcontractors and suppliers, Prepare the comparative statements of subcontractors/suppliers. - Coordination with internal departments like projects, procurements, production and external parties. - Building the Changing Rooms in Ascó Nuclear Plant - ANAV. |
| 07/2010 – 01/2011 | <p>Site Project Manager - PROINTEC Engineering Group. Tarragona. Spain</p> <ul style="list-style-type: none"> - Development of Urbanization and Changing Rooms Project in Ascó Nuclear Plant - ANAV. - Development of Industrial buildings for nuclear plants. - Coordination & Construction of Civil Works. |
| 05/2009 – 02/2010 | <p>Project Manager - Property Developer TR CORPORATION. Barcelona. Spain</p> <ul style="list-style-type: none"> - Coordination & Development of Housing Projects. |
| 09/2006 – 05/2009 | <p>Project Coordinator - Santi Soto Architecture Studio
(Professor School of Architecture of the Vallès, UPC). Barcelona. Spain</p> <ul style="list-style-type: none"> - Development of Multi-family housing construction projects and Public facilities. Promotions: GISA, INCASOL, PROMUSA and others. - Coordination at all stages of project teams Installations and Structures, Management, College of Architects, Developers, Contractors, etc. - Managing, planning and organization of the Studio. |
| 07/2005 – 09/2006 | <p>Assistant Project Manager - Architecture & Urbanism Busquets Studio, SL
Joan Busquets (Martin Bucksbaum Professor of the Graduate School of Design at Harvard University since 2002 Professor of Urbanism and Architecture School of Architecture of Barcelona, UPC since 1979) working on projects such as construction and performing urban planning and preliminary competitions. Barcelona. Spain</p> |

02/2004 – 07/2005
07/2002 – 09/2002
07/2000 – 09/2000

Assistant Project Officer - Architecture & Urbanism Busquets Studio.
Assistant Project Officer - Gonzalo Gracia Architecture Studio. Tarragona.
Assistant Project Manager - GUINOVART & OSHA Construction. Tarragona.

Freelance Works

2005 - 2014

Proposed **renovation and extension** of a detached house. Finished building.
Housing **Rehabilitation** Project. Finished building.
Housing **Interior Project Reform**. Finished building.
Project building **2 houses**. Finished building.
Commercial building Project. Finished building.
Proposed **renovation and extension** of a house between dividing walls.
Finished building.
Project **detached house** between dividing walls. Finished building.

Academic Qualifications

2011 – 2012

MASTER'S DEGREE in **Project Management**
Business Engineering School La Salle, Ramon Llull University, Spain.

1998 – 2005

BACHELOR'S DEGREE in **Architecture**
Barcelona School of Architecture, Polytechnic University of Catalonia, Spain.

Languages skills

English
Spanish and Catalan

First Certificate English (FCE) – Level B2 (2013) – University of Cambridge.
Mother tongue.

Additional Qualifications

2013 "Energetic certification of existing buildings: methodologies and normative tools (CE3, CE3X)" Sert School, College of Architects of Catalonia (COAC).
2010 "Coordination of Safety and Health in the Construction Works" Sert School, College of Architects of Catalonia (COAC).
"Lighting Exterior lighting designs. Light Pollution and Energy Efficiency", UPC School.
2008 "Basic criteria for installations in Housing buildings" Sert School.
2007 "Simple calculations for the proposed structures and foundations" Sert School, (COAC).
2006 "Real Estate Valuations" Sert School, (COAC).

Computer Skills

MS Project Advanced Level.
Autocad v.2010 Advanced Level. Course 60 hours **Autocad** in Carban Academy (1999).
MicroStation User Level.
Adobe Photoshop **Infographic** Architectural Course at the School of Architecture La Salle, Ramon Llull University (2002).
3D Studio MAX v.4 **3D Studio MAX** Course at the School of Architecture La Salle (2002).
Other: Windows environment, Internet Explorer, Microsoft Office Package, Presto, Cypcad, 3D Studio Max v.6 (Course at the School of Architecture La Salle, Ramon Llull University, 2002 and Ases Academy Course, 2004).

April 2014

Dear Sir/Madam,

I would like to present my CV as I am interested in joining your company.

I am located in Abu Dhabi looking for employment, at this moment, and I would be very grateful if you could receive me for an interview. **Mobile phone (24h): +971 52 675 9852**

I am an **Architect/Project Manager** with a degree in Architecture and 10 years experience in Construction, Design execution, Constructability and Project Management.

For the last few years I have fully engaged with site activities, supporting and assisting field engineers, managing site changes, monitoring progress and the execution of works and building small projects on my own.

In addition, I have recently finished a **MASTERS DEGREE COURSE in Project Management** at the Business Engineering School of La Salle, in Spain.

This gave me extremely valuable knowledge of Project Management and helped me to learn the skills and the technologies to properly manage any project.

My main interest in the field of **Project Management** is in the **Building and Civil Engineering** Sector, covering cost effectiveness, time, quality control, and all the skills required for new construction projects.

I am a confident person with good communication skills, a flexible professional profile, and I learn very quickly. I work very well under pressure, adapt myself to any work environment and have excellent planning and organizational capabilities. I believe team work is the best way to success and I am always motivated to take on new professional opportunities with initiative and enthusiasm.

I would like to thank you in advance for considering this application and I am willing to attend an interview at your convenience to explain any further details you may need. If necessary, I would be very happy to relocate at short notice and to travel.

I am looking forward to any feedback you may be able to give me.

Yours faithfully,

Myriam Cisteré

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