

Emanuel Villa

Design Lead

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Seeking a role in architecture to further my profesional experience including the construction field to improve the my comprehension of how design affects the flow and efficacy of construction.

Authorized to work in the US for any employer

Work Experience

Design Lead

Distinctive Drafting and Design - Harlingen, TX
April 2015 to November 2021

1. Collaborated with clients including contractors and other designers a to design a home for client's future or current needs. This included preparing a Floor Plan with desired Elevation style along with site location.
2. Internally I was assigned to review finalized projects to ensure quality.
3. Preformed site visits to measure and create as builds for addition and/or remodels.
4. Experience with AutoCAD, Word, Excel, Recheck and some Chief Architect.

Operations Manager

HILL COUNTRY INN AND SUITES - San Antonio, TX
August 2012 to July 2013

Manage two departments. I am in charge of ensuring supplies and manpower for the housekeeping and maintenance department is available to fulfill the hotel's needs. I communicate with GM, AGM, Housekeeping Manager and Supervisors our daily goals, expectations and necessities for the workday.

- Make the appropriate decisions. The hospitality industry is very dynamic. Unexpected guest arrivals, maintenance issues, emergencies, and loss of employees can present huge problems when operating a hotel at any time but especially during peak season or busy period. These situations require my quick response to ensure efficiency and customer satisfaction.
- Manage a diverse group of people. Among this small group, may be one or two that do not understand another person's culture, beliefs, language, or background. As manager it is important I defuse any situation that may occur due to misunderstanding and be a mediator to improve the quality of the working relationship.
- Completed a certification course for Certified Pool Operator.
- Trained new hires in their respective job duties for housekeeping and maintenance department.
- Interview potential new hires. I determine qualified applicants through their interview. During this process I examine their background checks for any prior convictions.
- Evaluate employee's performance to determine opportunity for a raise or advancement. I review previous annual review and any write-ups or disciplinary action that has been taken during their previous year of employment to make a comprehensive and object review of their performance.

- Discipline and terminate employees due to negligence and/or judgment. I gather information from witnesses, video surveillance, time clock documents, and/or key log information to make a final decision on disciplinary action.

Housekeeping Manager

HILL COUNTRY INN AND SUITES - San Antonio, TX

August 2010 to August 2012

Managed housekeeping department. I was in charge of ensuring supplies and manpower for the housekeeping department is available to fulfill the hotel's needs. I communicated with GM, AGM, and Supervisors our daily goals, expectations and necessities for the workday.

- Evaluated employee's performance to determined opportunity for a raise or advancement. I reviewed previous annual review and any write-ups or disciplinary action that has been taken during their previous year of employment to make a comprehensive and object review of their performance.
- Managed a diverse group of people. Among this small group, may be one or two that do not understand another person's culture, beliefs, language, or background. As manager it was important I defused any situation that may occur due to misunderstanding and be a mediator to improve the quality of the working relationship.

- Completed a training provided by our company for customer and employee satisfaction on yearly basis.
- Completed a certification course for CPR.
- Trained new hires in their respective job duties for housekeeping department.

- Interview potential new hires. I determined qualified applicants through their interview. During this process I examine their background checks for any prior convictions.

- Evaluated employee's performance to determine opportunity for a raise or advancement. I reviewed previous annual review and any write-ups or disciplinary action that has been taken during their previous year of employment to make a comprehensive and object review of their performance.
- Disciplined and terminated housekeeping employees due to negligence and/or judgment. I gathered information from witnesses, video surveillance, time clock documents, and/or key log information and to make a final decision on disciplinary action.
- Awarded Management Team Appreciation Award for receiving Top Property in our company in 2010. We met or exceeded all criteria to be considered for this award.

Housekeeping, Supervisor

HILL COUNTRY INN AND SUITES - San Antonio, TX

March 2009 to August 2010

Supervised housekeeping department employees. Ensured employees were producing at an efficient level to satisfy guest and hotel needs.

- Made appropriate decisions to resolve guest issues that were not beyond my scope of authority as a supervisor.

- Completed a training provided by our company for customer satisfaction on yearly basis.

- Created daily work assignments for housekeepers and porters ranging from cleaning rooms and property.
- Inspector. I inspected completed work assignments completed by porters and housekeepers in my department.

Front Desk, Agent

HILL COUNTRY INN AND SUITES - San Antonio, TX

September 2008 to March 2009

Made reservations on a timely manner to ensure proper room inventory and guest satisfaction.

- Made appropriate decisions to resolve guest issues that were not beyond my scope of authority as a supervisor.
- Completed a training provided by our company for customer satisfaction on yearly basis.

INDEPENDENT COMPUTER DRAFTER

Self - Harlingen, TX

January 2004 to August 2008

Draft blueprints for residential and commercial properties. Read detailed plot plans to properly draw layout of building.

- Designed layouts and facade for residential and commercial construction.
- Prepared inspection checklist for residential compliance using Recheck software to determine the home complies with code.
- Determined easements reading plot plans provided by city or builder.

Education

None

SAN ANTONIO COLLEGE - San Antonio, TX

May 2009 to December 2009

Computer Aided Drafting and Design

TEXAS STATE TECHNICAL COLLEGE - Harlingen, TX

September 2000 to April 2002

Skills

- Housekeeping Management
- Drafting