

MAE HYSEL ARBELLERA

CIVIL ENGINEER / AUTOCAD DRAFTSMAN / ESTIMATOR

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A highly motivated and experienced Civil Drafter/Estimator with a proven track record of creating and producing detailed drawings.

EXPERIENCE

WILDCATS FLOORING (June 2023-MAY 2024)

ESTIMATOR/Autocad Drafter/Virtual Assistant

- ◆ Operations & Estimating Expert:
 - Prepared comprehensive and accurate construction cost estimates for various projects, contributing significantly to successful bid proposals and project acquisition.
 - Analyzed historical data, market trends, and material costs to develop realistic and competitive bids.
 - Collaborated with designers to ensure cost-effectiveness during design phase while maintaining project aesthetics and functionality.
- ◆ Cold Calling Ace:
 - Proactively engaged via cold calls to secure the best deals on materials for projects.
- ◆ Communication & Social Media Guru:
 - Masterfully navigated email inboxes, ensuring timely responses and smooth information flow.
 - Cultivated a vibrant brand persona through engaging social media posts and eye-catching video content, leading to increased audience engagement.

SEISMIC PRO (AUS) JUNE 2021-JUNE 2023

ESTIMATOR/AutoCAD Drafter/Virtual Assistant

- ◆ Seismic Design & MEP Coordination:
- ◆ Led the analysis of architectural and structural drawings to identify areas requiring seismic stiffening for MEP systems.
- ◆ Performed complex seismic calculations to determine load requirements and configure stiffeners for each pipe and duct run, ensuring code compliance and optimal support.
- ◆ Masterfully designed seismic stiffeners using CAD software, meeting code requirements and delivering adequate protection for MEP systems.
- ◆ Generated comprehensive bills of materials (BOMs) for all stiffener components, including specifications, quantities, and cost estimations.
- ◆ Developed detailed shop drawings for fabrication and installation, facilitating clear communication with contractors.
- ◆ Fostered seamless collaboration with engineers and other disciplines to ensure compatibility and constructability of the seismic design.
- ◆ Proactively addressed contractor inquiries and requests for information (RFI), resolving issues and maintaining project flow.
- ◆ Conducted thorough site inspections to verify the accurate installation of stiffeners as per design documents.
- ◆ Meticulously maintained and updated project documentation throughout the design and implementation phases.

CAMBRIDGE ROOFER LTD (UK) 2019-2021

ROOFING ESTIMATOR

- ◆ Drafting and Documentation:
 - Analyze existing conditions of roofs slated for renovation and create accurate CAD drawings for project

proposals and construction.

- Convert video footage from drone surveys into detailed 2D plans for roof measurements and assessments.
- Maintain and update project documentation, including drawings, specifications, and technical reports.
- ◆ Communication and Administration:
 - Manage email communication efficiently, responding to inquiries and ensuring timely information flow.
 - Maintain and update call logs, categorizing inquiries and documenting resolutions.

SKILLS & EXPERTISE

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|-------------------|----------------------|
| ◦ AutoCAD | ◦ Planswift |
| ◦ SketchUp | ◦ Building Estimates |
| ◦ Microsoft Excel | ◦ Road Estimates |

EDUCATION

2016

Xavier University – Ateneo de Cagayan

Bachelor of Science in Civil Engineering