

Dear Sir/Madam,

I am pleased to submit my comprehensive resume, which outlines my educational background, professional experience, and personal qualifications.

Becoming a part of your dynamic organization would be a great privilege. I understand that this opportunity requires competence, creativity, and adaptability and qualities that I have cultivated throughout my career.

With eight years of experience in the field of Architectural and Engineering Services, I have worked as an Architectural Designer, AutoCAD Operator, and Quantity Surveyor. These roles have allowed me to develop my expertise and gain valuable knowledge in the industry.

I earned my **Bachelor of Architectural Engineering Technology** from **Surigao del Norte State University in Surigao City**, Philippines, graduating on **March 31, 2015**. Additionally, I hold a Technical Drafting NC II Certificate.

I am an enthusiastic and dedicated professional who thrives in a collaborative environment. I believe my skills and experience align well with your company's goals, and I am eager to contribute to its continued success. My strong understanding of architectural principles, combined with my determination and work ethic, allows me to take on new challenges, work with projects efficiently, and foster productive client relationships.

I would welcome the opportunity to discuss how my skills can benefit your team. Please feel free to contact me in WhatsApp **+63 9079046191** / **+966 507118274** or via email at **pol.postanes@gmail.com** to arrange an interview at your convenience.

Thank you for your time and consideration. I look forward to the possibility of joining your esteemed organization.

Sincerely,

Paul Anthony Postanes
Applicant



PAUL ANTHONY M. POSTANES

Architectural/Civil3D Draftsman/3D Visualizer

EXPERIENCE

Quantity Surveyor/ Autocad Draftsman/ 3D Modeler

Al-Mira Centre for Trading CO. LTD. –
Dammam Saudi Arabia
2023-2025

- Prepare quantity take off and calculations for proposal bidding projects.
- Preparing requirements for Architectural, Structural, Mechanical and Electrical Shop Drawings Submittal
- Prepare requirements for Civil Structural request for inspections drawings
- Preparing 3D Modeling buildings for presentation.
- Preparing and submitting site daily report.
- Preparing material submittals
- Making corrections or revisions to the 2D or 3D model as requested
- Develop existing design from consultants and present them to clients for approval.
- Make revisions to detailed Architectural, Structural, Mechanical and Electrical drawings, and site plans, including adding, deleting or modifying details
- Preparing Drawing Plans for As-built Project

Quantity Surveyor/ Autocad & Civil 3D Draftsman

Dumlao Construction Inc. - Surigao City, Philippines
2017-2023

- Preparing Civil 3d drawings Alignment, Profiling, sections and Plotting Topographic site survey data.
- Creating Detail 2D and 3D design using CAD software
- Assisting Engineers for Site Shop Drawing Plans
- Preparing Drawing Plans for As-stake/ As-built Projects
- Making corrections or revisions to the 2D or 3D model as requested
- Reviewing design concepts and making recommendations
- Maintaining a record for all design documentations
- Coordinating with other team members to obtain relevant information for drawings
- Make revisions to detailed Architectural and Structural drawings, model drawings, and site plans, including adding, deleting or modifying details
- Assist other staff members as needed

Autocad Draftsman

Charlz Construction Inc. - Surigao City, Philippines
2016-2017

- Creating Detail 2D and 3D design using CAD software
- Assisting Engineers for Site Shop Drawing Plans
- Preparing Drawing Plans for As-stake/ As-built Projects
- Making corrections or revisions to the 2D or 3D model as requested
- Reviewing design concepts and making recommendations

About Me

Seeking the finest opportunity to increase my architectural & civil design expertise and boost my current professional experience while growing with the organization.



+966-507-118-274



pol.postanes@gmail.com



King Fahd Road, Nasariya compound
Dammam, Saudi Arabia

LANGUAGE

- English
- Tagalog
- Visaya (Vernacular)

SKILLS

- Autocad Drafting
- Civil 3D Drafting
- 3D Modeling
- Lumion Rendering
- Vray Rendering
- Quantity survey
- Architectural Knowledge
- Technical Drawing
- Interior Virtual Staging
- IT hardware Knowledge

EDUCATION

Surigao del Norte State University
Bachelor of Architectural Engineering Technology
2011-2015
Technical Education and Skills Development
Authority
Technical Drafting NCII 2013

Freelance Cad operator/Draftsman/3D Renderer/Visualizer/ Virtual Staging/ IT technician

- Creating Whole Plan such as (Architectural, Structural, Electrical, Plumbing/Sanitary Plan and Infrastructure Civil 3d Plan with the guide of Professional's.
- Making 3D Modeling buildings and interior walkthrough and presentation.
- Making 3D Visualize/Model of the Projects.
- Making asbuilt plan both Residential and Commercial Building.
- Interior and Exterior Rendering using Lumion, Enscape and Vray.
- Graphics design in Photoshop and Lightroom
- Virtual Staging in Sketchup and Vray
- Hardware Installation & Repair

AutoCAD Operator and 3D Visualizer/Designer

Complete 750 Hours on the Job training (OJT)
2014-2015

- Creating Detail 2D and 3D design using CAD software
- Assisting engineers for site shop drawings
- Preparing Drawing Plans for As-stake/As-built Projects
- Completing all assigned tasks and assisting with day-to-day operations
- Observing and learning from experienced staff members
- Gaining knowledge of company policies, protocols, and processes
- Preparing documents and updating records

COMPUTER LITERACY

- **Software Skills**
- Autodesk Autocad 2024
- Autodesk Civil 3d 2022
- Autodesk Architecture 2024
- Sketchup 2021
- Lumion 2024
- Vray for Sketchup 7.0
- Enscape 4.10
- D5 Render
- Knowledge in Revit BIM
- Basic Knowledge in 3DS MAX
- Microsoft Excel, Word, Visio, Project and Powerpoint
- Adobe Photoshop
- Adobe Lightroom
- Adobe Premiere
- Wondershare Video editor

TECHNICAL SKILLS

- **Computer Hardware Skills**
- Knowledge in PC Components
- System Boot & BIOS Configuration
- Component Compatibility
- OS and Software Installation
- Data Recovery & Backup Solutions
- Basic Programming/Scripting
- Computer Assembly Skills
- Wiring & Cable Management
- **Various Skills**
- Sketching & Hand Drawing
- Painting (Building/ Portrait)
- Basic Knowledge in Welding
- Knowledgeable in metal works
- Basic Knowledge in Refrigeration components

PERSONAL DATA

Nickname : "Paul"
Date of Birth : 05/06/93
Place of Birth : Surigao City, Philippines
Civil Status : Married
Citizenship : Filipino
Religion : Catholic
Height : 5'7"ft./ 170cm
Weight : 62 kg./ 136 lb

REFERENCES

Engr. Naser Qadous

Al-Mira Centre for Trading CO. LTD. Contracting
Division
Project Manager
+966-505-825-794 | naser@al-mira.com

Engr. Almer F. Litang

Black and Veatch Corporation (Philippines) Lead Civil
Engineer
0917-107-4086 | litangexecom@gmail.com

Engr. Cheryl O. Uba

Senior Planning Engineer – A.T. Dumlao Construction
Inc.