



# RAMONA CASSANDRA I. ANICETO

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## PROFESSIONAL SUMMARY

Architecture graduate with 6 years of experience as Site Supervisor, Project-in-Charge, and Project Architect. Skilled in project coordination, drawing review, AutoCAD drafting, documentation, quantity take-offs, and contractor coordination. Currently improving Revit skills and willing to learn Bluebeam and other construction software. Organized, detail-oriented, and ready to support construction and architecture teams.

## CORE COMPETENCIES

- Construction & Design Support
- Shop Drawing Review
- Autocad Drafting
- BOQ Preparation & Encoding
- Project Documentation
- Email & Calendar Management
- Document Control & File Organization
- Progress Monitoring & Reporting
- Contractor & Client Coordination
- Google Workspace & Ms Office

## TECHNICAL SKILLS

- Autocad
- Lumion
- Enscape
- Basic Revit (Currently Improving)
- Microsoft Excel, Word, Powerpoint
- Google Docs, Sheets, Drive
- Email Management (Gmail, Outlook)
- Basic Project Tracking & Reporting

## PROFESSIONAL EXPERIENCE

### **ON-THE-JOB TRAINING (ARCHITECTURE INTERN)**

JCPD KONSTRUKT  
IRIGA CITY, CAMARINES SUR  
MARCH 2018 – APRIL 2018

- Assisted project architect in preparation of Cad Drawings (Floor Plans, Elevations, Details)
- Helped review shop drawings and construction details
- Conducted site visits for monitoring of ongoing works
- Prepared reports and documentation for project updates

### **SITE SUPERVISOR**

AR. MICHAEL NAVALES, UAP  
PILI, CAMARINES SUR  
OCTOBER 2019 – JANUARY 2021

- Supervised day-to-day operations of construction sites, ensuring project met schedule, quality, and safety standards

## CONTACT

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### **Email:**

@ramonacassandra1398@gmail.com

### **Phone:**

- 09649860245

### **Website:**

[https://www.linkedin.com/in/ramona-cassandra-aniceto-6769a722a?utm\\_source=share&utm\\_campaign=share\\_via&utm\\_content=profile&utm\\_medium=ios\\_app](https://www.linkedin.com/in/ramona-cassandra-aniceto-6769a722a?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=ios_app)

### **Address:**

#290 I. Fernando St., Malanday, Valenzuela  
City, Philippines, 1444

## PERSONAL INFORMATION

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Date of Birth: January 03, 1998  
Place of Birth: BMC, Naga City  
Age: 28 years' old  
Gender: Female  
Citizenship: Filipino

**JUNIOR ARCHITECT**

IRIGA &amp; BALBUENA BUILDERS, INC.

PASIG CITY, METRO MANILA

MAY 2021 – JUNE 2022

- Assist in architectural design development and preparation of construction drawings
- Review and coordinate shop drawings with contractors and suppliers
- Monitor site works to ensure compliance with plans and specification
- Support project coordination between engineers, contractors and clients
- Prepare progress reports and documentation
- Assist in quantity take-offs and material estimates
- Ensure quality control and resolve minor design/site issues

**JUNIOR ARCHITECT**

PREMIUMBIKES CORPORATION

GALLERIA CORPORATE CENTER

JULY 2022 – JANUARY 2024

- Lead the interior design development for new and existing branches across the Philippines
- Prepare concept designs, mood boards, and space planning layouts aligned with brand standards
- Produce complete architectural working drawings (floor plans, elevations, details) using AutoCAD
- Review and approve shop drawings, material finishes, and fabrication details
- Prepare bill of quantities (BOQ) and assist in cost estimation for fit-out works
- Handle project turnover documentation and punch listing
- Support multiple branch roll-outs while maintaining consistency in brand identity

**PROJECT ARCHITECT**

KWIKBUILT CONSTRUCTION CORPORATION

QUEZON CITY, METRO MANILA

MARCH 2024 – NOVEMBER 2025

- Managed architectural works from basement to podium level
- Prepared and submitted Requests for Information (RFI) to clarify design discrepancies
- Prepared and processed requests for approval (RFA) for materials, shop drawings, and method statements
- Coordinated with consultants, contractors, and suppliers to resolve technical issues
- Monitored site progress and ensured compliance with approved drawings and specifications
- Conducted inspections and punch listing for architectural works
- Assisted in resolving on-site conflicts between disciplines
- Ensured quality control and adherence to project timeline

**PROJECT ARCHITECT**

BARLINES GENERAL CONSTRUCTION INC.

QUEZON CITY, METRO MANILA

NOVEMBER 2025 – PRESENT

- Conducted site supervision to ensure works are executed according to approved plans and specifications
- Prepared and updated as-built drawings based on actual site conditions

- Generated and monitored Requests for Information (RFI) to address drawing discrepancies and technical clarifications
- Prepared and reviewed daily task sheets and manpower monitoring reports
- Monitored daily site progress and ensured alignment with project schedule
- Maintained proper project documentation, including reports, inspections, and coordination records
- Coordinated with contractors, subcontractors, and consultants to resolve on-site issues
- Performed quality checks and assisted in punch listing and project close-out

## EDUCATION

TERTIARY: UNIVERSITY OF SAINT ANTHONY  
BACHELOR OF SCIENCE IN ARCHITECTURE  
S/Y 2014-2019

SECONDARY: UNIVERSITY OF SAINT ANTHONY  
S/Y 2010-2014

ELEMENTARY: IRIGA CENTRAL SCHOOL  
S/Y 2004-2010

## ORGANIZATIONS

### UNITED ARCHITECTS OF THE PHIL. STUDENT AUXILIARY (UAPSA)

|           |                                     |
|-----------|-------------------------------------|
| 2014-2015 | Chapter member                      |
| 2015-2016 | Chapter member                      |
| 2016-2017 | Director of Internal Affairs        |
| 2017-2018 | 4 <sup>th</sup> year Representative |
| 2018-2019 | 5 <sup>th</sup> year Representative |

### UNITED ARCHITECTS OF THE PHIL. GRADUATE AUXILIARY (UAPGA)

|           |                              |
|-----------|------------------------------|
| 2019-2020 | Director of External Affairs |
| 2020-2021 | Secretary                    |
| 2021-2022 | Chapter member               |
| 2022-2023 | Chapter member               |
| 2023-2024 | Chapter member               |
| 2024-2025 | Chapter member               |



RAMONA CASSANDRA I. ANICETO  
APPLICANT