



**JONALYN E. HUMANGIT**

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**Autocad Operator-Draftsman/Site Office Secretary / B.S. Industrial Technology** major in Drafting Tech.

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**CAREER OBJECTIVE:**

To be able to work in a company where my potentials can be utilized for the benefit of the firm and to enhance both Personal and Professional development.

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**EXPERIENCE**

**AL SANAYA TECHNICAL EQUIPMENT LLC – DUBAI, UAE**  
**AutoCAD Draftsman (May 2017-present)**

Responsibilities:

- ⇒ Prepared Bill of Quantity as per drawing and specifications.
- ⇒ Produced draft designs and diagrams according to the given specification.
- ⇒ Prepared Shop drawings for Busduct System.
- ⇒ Revised drawings and layouts to accommodate changes and enhancements.
- ⇒ Prepared technical documents such Busbar size calculation, Voltage Drop calculation, Compliance Statement and other office work related.

**H.S. POW CONSTRUCTION AND DEVELOPMENT CORP., QUEZON CITY PHILIPPINES**  
**AutoCAD Operator (January 2016-February 2017)**

Responsibilities:

- ⇒ Reported to Project Manager.
- ⇒ Prepared shop drawings for RFI and RFA, and As Bult Plan.
- ⇒ Prepared cutting list of materials for Structural and Architectural use.
- ⇒ Identified changes in the drawings and for variation orders.
- ⇒ Coordinated with Construction Management Team for site verification and approval.
- ⇒ Assisted in evaluating sub-subcontractors claims.
- ⇒ Handled enquiries / request for quotations of various additional works to sub-subcontractors.
- ⇒ Updated daily, weekly and monitoring report.
- ⇒ Document Control.
- ⇒ Instructed, monitored and supervised works at site.
- ⇒ Attended meetings with client in behalf of Project Manager.
- ⇒ Site Secretariat.

Project:

- ⇒ *Uptown Parade Bridge Link 1&2 @ BGC, Taguig, Philippines*  
Client: Megaworld Corporation • 2016-2017
- ⇒ *Centris Walk Extention @ Quezon City, Philippines*  
Client: Eton Properties Philippines, Inc. • 2017

**AVP INDUSTRIES INC., PASIG CITY, PHILIPPINES**  
**AutoCAD Operator/Draftsman (March 2015-January 2016)**

Responsibilities:

- ⇒ Obtained and assembled data to complete architectural designs, visiting job sites to compile measurements as necessary.
- ⇒ Draw rough and detailed scale plans foundations, buildings and structures based on preliminary concepts, sketches, engineering calculations, specifications sheets and other data.
- ⇒ Layout and plan interior and room arrangements for commercial buildings using CAD and other software.

**OFFICE OF THE MUNICIPAL ENGINEER, LGU- HINUNANGAN, SOUTHERN LEYTE, PHILIPPINES**  
**Admin. Aide 1-Clerk/Draftsman • 2012-2015**  
**On the Job Trainee • 2011-2012**

Responsibilities:

- ⇒ In charged in design and draft plans for propose Municipal and Barangay projects.
- ⇒ Prepared estimates and program of works.
- ⇒ Assisted in verification of design and estimates in the field.
- ⇒ In charged in receiving, recording, and releasing section.
- ⇒ In charged in department reports and payrolls for Job Orders.
- ⇒ Assessed and processed building permits for Building Official's Approval.
- ⇒ Assisted Municipal Engineer for site inspection.
- ⇒ Assisted BAC Chair for bidding process.
- ⇒ Represents Municipal Engineer for official meeting.
- ⇒ Assisted in preparing billings and other technical works.

**FREELANCER • 2012 up to present**  
*Interior and Exterior Design*  
*House Plan Design*

**TRAININGS & SEMINAR**

- ⇒ Entrepreneurship and Management Seminar held on March 5, 2011 @ SLSU Conference Room
- ⇒ Disaster Risk Reduction Assessment and Planning Workshop held on September 12-14, 2012 @ Las Vegas Hotel and Beach Resort

**QUALIFICATIONS/SKILLS**

- ⇒ Bachelor's degree in Industrial Technology major in Drafting Technology
- ⇒ Proficient in Autodesk Autocad
- ⇒ Proficient in Sketch up
- ⇒ Proficient in Ms office

**Sex:** Female • **Date of Birth:** 29 June 1991 • **Nationality:** Filipino  
Language: Tagalog, English