



THELMA C. DIAMAT

Registered and Licensed Architect

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Address: Taguig City, Philippines

PROFESSIONAL EXPERIENCE (5-6 yrs)

BUREAU VERITAS S.A.

Project Architect

January 2021 - Present

(1 yr, 2 mos.)

Project: **1. East Gallery Place**

2. West Gallery Place

Address: **BGC, Taguig City, Philippines**



- Construction Management
- Inspector
- Coordination with Consultants, Client and Operation Team.
- Secure and Implement Quality Control Measures based on Client's Quality Assurance Manual
- Design Coordination Meeting with Project Technical Group.
- Issue Work Authorization Order, Change Orders, etc.
- Issue NCR and PIR
- Control time schedule and quality; anticipate and rectify possible causes of delays in construction schedule and errors in all aspects before they occur.
- Lead, plan and monitor various activities and act as a management and technical consultant on materials, costs, quality and construction methods involved in the project.
- Tracks and controls project schedule and quality target.
- Organized, coordinate and managed various contractor/subcontractors to ensure all works and activities for the project is completed within approved time, schedule and specified quality.
- Verify, evaluate and recommend approval to client – field revisions, change orders and substitutes due to existing conditions and changes in designs and specifications authorized by client.

MAKATI DEVELOPMENT CORPORATION

Senior Architect

March 2019-December 2020

(1 year & 9 mos)

Project: **Garden Towers**

Address: **Makati City, Philippines**



- Person in Charge on the turnover of Residential Units and Common Areas (Back of the House, Elevator Lobby and Hallways) to Ayala Land Premiere Group

EDUCATION

➤ **BS Architecture**

Nueva Ecija University of Science and Technology

Cabanatuan City, Nueva Ecija

2010-2016

➤ **AUTOCAD**

MICROCADD

Angeles, Pampanga

2014

CORE COMPETENCIES

➤ **Construction Project Management** (Architectural Services)

- Coordination
- Supervision
- Site Implementation
- Monitoring
- Inspection
- Turn Over
- Awarding of Vendors
- Daily Progress Report
- Testing and Commissioning

➤ **Relevant Coursework**

- RFI/RFA
- Change Orders
- Work Authorization Order
- Scheduling
- Materials Estimate/Inventory
- Project Execution Plan
- Project Performance Report
- Turnover Monitoring
- PIR/NCR

➤ **Design**

- Design Methodology
- Operations Method Statement
- Design Coordination Meeting with Project Technical Group

➤ **Software Proficiency**

- AutoCad
- Sketch Up
- Procore
- Microsoft Office

➤ **Building Management**

-Coordination with Property Management (Post Construction)

- Preside Weekly Coordination meetings with General Manager, Project Manager & Subcontractors' Principals to monitor project accomplishments and ensure close coordination among Architectural works.
- Determine project schedule by studying project plan and specifications, calculating time requirements, and sequencing project elements.
- Review submittals and request for information prior to consultants' approval to ensure shop drawings correctness and completeness.
- Provide Architectural Methodology and drafted plans and proposals for approval to Client and Consultant.
- Coordinate/Attend Design Coordination Meetings with consultants and or Construction Management Group with Technical Support Department regarding on all issues and concerns to ensure compliance to technical specifications.
- Prepare project schedule, status reports and accomplishments.
- Attend to All Architectural issues and concerns to avoid conflict in project execution.
- Monitor construction project on-site and made daily decisions about construction activities.
- Implement all environmental, health and safety rules as well as security regulations within her area of assignment.
- Evaluate subcontractors billing to ensure payments are in accordance with the actual work progress.

MEGAWIDE CONSTRUCTION CORPORATION

A. Finishing Architect

April 2017 – December 2018

(1 year & 10 mos)

Project: **Urban Deca Homes**

Address: **Tondo, Manila, Philippines**

- Project in Charge on the turnover of a 14-storey condominium building to client/owner with almost 1,000 residential units.
- Coordinate and supervise all activity on assigned areas.
- Implements and monitor architectural works to contribute to the high quality, cost-efficiency and timely-delivery of the project.
- Provide RFA's and RFI's prior to client and consultants' approval.
- Presides subcontractors meeting regarding accomplishments, issues and concerns.
- Awarding of scope of works to vendor/s.
- Evaluate subcontractors billing to ensure payments are in accordance with the actual work progress.

8990
HOLDINGS, INC.



B. Cad Operator/Finishing Architect

June 2016 – March 2017

(9 months)

Project: **27 Annapolis**

Address: **Annapolis, Greenhills, San Juan, QC**



- Provide RFA and RFI prior to client and consultants approval.
- Review submittals and request for information prior to consultants' approval to ensure shop drawings correctness and completeness.
- Attend meetings with consultants' prior approval of Shop Drawings.

TRAININGS AND SEMINARS

- Basic Excel Functionalities
- AutoCad - Microcadd
- Procore End – User Training
- MDC's E – Learning
- BEST – Becoming Effective Supervisors of the Team

CHARACTER REFERENCES

Engr. Richard Abrigonda

Planning Department Head – MDC
+639959151172

Arch. Charmaine Triumfante

Supervisor - MDC
+639064385284

Engr. Ramon De Guzman

Design Manager – Crown Asia
+639566895183

Engr. Mark Joseph R. Arellano

Area Manager
R.A Pahati Construction and Supply, Inc.
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Ar. Ferdinand Gabriel

Design Head - Megawide Construction Corporation
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Ar. Arjay Abella

Architectural Supervisor - MDC
+639153437832

Engr. Jose Robelle Pajarin

Senior Project Engineer – Design Coordinates Inc.
09159204464

Engr. Guy Raphael Dagondon

Project Officer – Construction Management Group
(Makati Development Corp. – Ayala Land Offices)
09178545833

Engr. Ivan Angeles

Project Officer – Construction Management Group
(Makati Development Corp. – Ayala Land Premiere)
09178545145

Arch. John Del Castillo

CRG Team Lead – Customer Relationship Group
(Ayala Land Premiere)
09178015673