

## RESUME OF PAUL C. ORQUIZA

**United Architects of the Philippines (UAP) Registration No. 15361**  
8051 Estrella Ave. Brgy. San Antonio Makati City 1203, Philippines  
Residence Tel. No. +632-85190009, Mobile No. 055 0636898, 058 1756384  
Email: [pcorquiza@gmail.com](mailto:pcorquiza@gmail.com), Skype: [paul.c.orquiza](https://www.skype.com/profile/paul.c.orquiza)



**POSITION APPLIED FOR - Design Architect / QS Architect / Site Arch.**

**CAREER SUMMARY** – Over 20 years of work experience in the fields of architecture and construction ranging from conceptualization, design to project realization, including documentation, negotiation and settlement for various projects such as residential, medium rise buildings, subdivisions, call centers, warehouses, showrooms, restaurants, bakeshop, banks, resorts, and intricate interiors in the Philippines and Kingdom of Saudi Arabia. Well-verse in computer use, Windows, email and internet applications and sketch presentation drawings. Self motivated and team player with the ability to communicate and work in a culturally diverse environment.

**CAREER OBJECTIVE** – Be part of an organization as a Design Architect or QS Architect where I could contribute to achieving organizational goals and further my professional experiences and qualifications on design and construction.

### PROFESSIONAL EXPERIENCE:

**1. ARCHITECTURAL ENGINEER** (Dec. 27, 2016 – August 04, 2022)

**AL BAWANI CO. LTD.** - One of the biggest construction company in the Kingdom of Saudi Arabia.  
*Price Sultan Bin Abdulaziz Rd. As Sulaimaniyah Riyadh 11566 P.O. Box 65697*  
*Telephone +966 920033155 [info@albawani.net](mailto:info@albawani.net)*  
*Proj. Site: Granada Mall Extensions, Saudi Aramco Innovation Center & King Faisal Air Academy*

#### **Duties and Responsibilities**

- a. In charge of supervising and monitoring the work progress including preparations of daily reports on work activities.
- b. Worked as QS and handling the tasks of preparation of quantity of materials needed as per site conditions and evaluating sub con percentage of work against their charges.
- c. Coordinating with the Consultants regarding the problem arising at site due to clashing with other trades. Preparation of sketches and drawing as proposal to solve the issue.
- d. Checking and reviewing the materials approval and quantity prior to submittal to the Consultants including preparations for sample applications.
- e. Preparations of FIR (Field Inspection Request) and in charge of of coordinating at site regarding those rejected FIR and solving some of SOR (Site observation Report).

**2. ARCHITECTURAL ENGINEER** (Sept. 11, 2014 – March 11, 2016)

**KHATIB & ALAMI (K & A)** - One of the biggest Consulting Firm in Kingdom of Saudi Arabia with projects around the world.  
*King Abdullaziz Quarter, Salah Al Din Al Ayoubi St. KSA*  
*P.O. Box: 3928 Riyadh 11481*  
*Telephone +966 1 4778384*  
*Fax +966 1 4779793*

**Client:** *Ministry of Defense and Aviation (MODA)*

**Project Site:** *Consulting Services for the Design of Administrative, Services, & Residential for Strategic, Missile Base Units, Mosul Al Dawadmi KSA*

**Duties and Responsibilities**

- f. Headed and supervised a team of inspectors tasked to monitor the progress of architectural work, in particular ensuring that work executions are in accordance with architectural plans and specifications.
- g. Reviewed Request for Inspections (RFIs) submitted by contractors, in particular the supporting documents on work approval based on architectural drawings and work execution with prior approval from other trades.
- h. Reviewed and approved RFIs submitted by inspectors.
- i. Reviewed conformity of Materials Submittals with architectural plans and specifications.
- j. In charge of preparing and issuing letters to contractors for work executed that needs to be rectified, and Non Compliance Report (NCR) on work that are not conforming with architectural drawings and specifications.
- k. In charge of reviewing percentage progress of work being submitted by contractors.
- l. Responded to inquiries and provided recommendations to solve issues from other trades.
- m. Participated to weekly meetings to respond to inquiries and solve problems in project sites.

**3. SITE ARCHITECT (Nov. 17, 2012 – Dec. 31, 2013)**

**CONTRACTING & CONSTRUCTION ENTERPRISE**

One of the general contractors of Saudi Aramco Dow Arabia (SADARA)

**Head Office:** *P.O. Box: 250991 – Riyadh 11391, Riyadh Kingdom of Saudi Arabia*

*Telephone: +966 1 416 1122*

*Fax: +966 1 416 1948*

**Project Site:** *COB Complex (Polyethylene-Central Operation Buildings) SADARA, Jubail Industrial City II, Jubail, KSA*

**Duties and Responsibilities**

- a. Inspected and monitored the work progress on site as per architectural plans making sure that the work follows the drawing and standard specifications.
- b. Supervised the work of a group of draftsmen, in particular the preparation of shop drawings, and analyzed the Issued for Construction (IFC) for any conflict on drawings given by consultants prior to drawing implementation.
- c. Coordinated with the design consultants and prepared technical queries regarding any variation from drawing against the actual site conditions.
- d. Prepared shop drawings or sketches for possible solutions on any variation, changes, or deviation as per actual site conditions and coordinated with other trades that may be affected.
- e. Designed and supervised the building facade and canopy aluminum cladding and approved the materials and color.
- f. Designed the landscape and exterior amenities and structures such as signage, car parking shades, smoking shades, waiting area and guard house.
- g. Reviewed the original contract against the ongoing work progress including any changes in scope that may arise.
- h. Reviewed the materials submitted by Vendors if these conform to SADARA specifications such as finishes, manner of installations and others.
- i. Participated to weekly meeting with consultants, representatives of owners, vendors and other trades.

**4. SR. ARCHITECT / JOB CAPTAIN (Nov. 10, 2009 – Aug. 11, 2012)**  
**SAUDI OGER LTD.**

One of the biggest general contractors in the Middle East.

**Head Office:** P.O. Box 1449, Riyadh 11431 Saudi Arabia

Tel. No. (966-1) 477-3115

**Project Sites**

**Princess Noura Bint Abdurrahman University (PNU)**

Eastern Highway, Exit 9 Riyadh, Saudi Arabia

**King Abdullah Project (KAP-01)**

1<sup>st</sup> Floor Madarat Bldg.

Old Airport Road Riyadh, Saudi Arabia

**Duties and Responsibilities**

- a. Supervised a group of draftsmen, reviewed and cleared their drawing outputs prior to submission and approval.
- b. Reviewed IFC drawings submitted by consultants prior to drawing implementation.
- c. Provided instructions to draftsmen for the timetable and proper execution of drawings.
- d. Coordinated with other trades regarding their drawings against IFC drawings in relation with actual site conditions.
- e. Prepared necessary paper works and documents to be attached to the drawings to be submitted to consultants.

**5. ARCHITECTURAL DETAILER AND QUANTITY SURVEYOR (July 24, 2007 – July 22, 2009)**

**MODERN CARPENTRY & DECORATION FACTORIES LTD. CO. (MCDF)**

Sub contractor of Saudi Oger on carpentry, glass and metal works.

New Industrial Area No. 2 P.O. Box 19730 Riyadh, KSA

Telephone: +96601-4992999, Fax +96601-4982135

**Duties and Responsibilities**

- a. Prepared and finalized shop drawings using AutoCAD based on the tender drawings of French designers hired by Saudi Oger.
- b. Conducted site inspections and ensured design and details from the tender drawings are implemented, and provided recommendations and solutions if there were discrepancies found.
- c. Coordinated and monitored MCDF workers on proper fabrications and installation including finishes and materials to be used and fitted on site.
- d. Coordinated with other trades and ensured materials and installation requirements of the project are not affected.
- e. Prepared bill of quantities and specifications for tender drawings prior to actual pricing.
- f. Prepared additional works, i.e., change order before fabrications and installations.

**6. PROJECT COORDINATOR (Nov. 2006 – July 2007)**

**MFT INTERNATIONAL**

A major player on office system and furniture in the Philippines.

Building 2 Mangoosteen Road, FTI Complex Taguig City, Philippines

Telephone: + 632-8950500

**Duties and Responsibilities**

- a. Conducted ocular site inspections, i.e., readiness to accommodate materials for assembly and installation.

- b. Conducted site visits and measurements, ensured design conforms to actual site conditions, and checked other trades that would affect the design and materials, including site mark up prior to installations.
- c. Coordinated with other projects and trades and ensured material and installation requirements of the project are not affected.
- d. Secured necessary documents, i.e., permits, gate pass, material pass, and manpower pass among others, prior to assembly and installations of materials.
- e. Participated to weekly meeting with clients, architects, and other sub contractor representatives to discuss project activities, priorities, changes, additions or any problem that may affect the project timetable.
- f. Prepared progress billing once the architect or owner representative have thoroughly inspected and certified the works accomplished.

**7. PROJECT ARCHITECT (June 2003 – July 2005)**

**SKYLITE PHILIPPINES INCORPORATED**

Contractor and Sub Contractor firm for more than 25 years of service.

*2<sup>nd</sup> Floor Skylite Center, 625 Pina Avenue, Sampaloc, Manila Philippines*

*Telephone: + 632-7165143, +632-7165145, Fax +632-7146580*

**Duties and Responsibilities**

- a. Secured necessary documents and permits and conducted negotiations with local government officials prior to actual construction.
- b. Prepared weekly construction progress report for the department and monitored machines and equipment used for the project on a daily basis.
- c. Checked and certified the work of sub contractors and made sure billing charges correspond to actual work completed without defects and deficiencies.
- d. Maintained an updated record of materials, and canvassed and procured alternative materials in case the specified materials are not available.
- e. Prepared change orders, additions and deductions of works based on the original project quotation for final settlement prior to project completion.
- f. Coordinated with the client/architect regarding post construction work including additional work as requested.
- g. Prepared as-built-plan, if needed, and undertook complete housekeeping in and out of the work area prior to final turn over.

**8. ARCHITECTURAL DESIGNER (March 2000 – May 2003)**

**BINGO BONANZA CORPORATION**

Operations of one of the most popular entertainment gaming in the Philippines.

*26<sup>th</sup> Floor West Tower Philippine Stock Exchange Bldg. Ortigas Center, Pasig City, Philippines*

*Telephone: + 632-6375292, +632-6348252, +632-6345098*

**Duties and Responsibilities**

- a. Conducted site inspections and measurements including meetings and discussions with clients on design proposals, and provided suggestions and assistance on technical and design aspects of proposed bingo halls.
- b. Prepared complete working drawings of project, and coordinated with other trades (electrical, mechanical, sanitary and civil works) working on the design.
- c. Prepared bid documents such as specifications, scope of works, bill of quantities and bid bulletins.
- d. Maintained an updated record of materials, and canvassed, ordered and procured alternative materials in case the specified materials are not available.

- e. Supervised the bidding process including negotiation with the winning bidder to match or come close to the in-house price estimate.
- f. Supervised and monitored the work progress including checking the percentage of work vis-à-vis the billing of contractor and/or sub contractor.
- g. Prepared punch list and ensured deficiencies are addressed accordingly and satisfactory before signing the release of final payment for contractors.

**9. DESIGNER AND SITE COORDINATOR (June 1997 – May 1999)**

**EDMUNDO B. FLORES & ASSOCIATES**

An architectural design firm.

*Room 401 4<sup>th</sup> Floor PDC Bldg., Taft Ave. Manila City, Philippines*

*Telephone: + 632-5240217*

**Duties and Responsibilities:**

- a. Assisted the head architect on preliminary and schematic drawings until the client approves the design.
- b. Prepared complete architectural working drawings, and coordinated with other trades working on the design such as electrical, structural, sanitary and mechanical works.
- c. Attended weekly meeting with the owner, contractor and sub contractor, and inspected and evaluated the project status ensuring meeting agreements were implemented.
- d. Inspected materials and samples presented by contractors if these conform to material specifications.
- e. Inspected the progress of work done by contractors, and in behalf of the architect signed the percentage of work accomplished as basis of contractor in billing the client.
- f. Reported to the principal architect the project status as basis in billing the client.

**10. DRAFTSMAN AND RENDERER (July 1996 – June 1997)**

**ELI T. BELTRAN & ASSOCIATES**

An architectural Design firm.

*3812 Bermeo St. Palanan, Makati City, Philippines*

*Telephone: + 632-8137154*

**Duties and Responsibilities**

- a. Prepared working drawings including revisions due to changes requested by the owner or architect and changes on actual site conditions.
- b. Assisted the design head on design schemes, rough sketches and quick manual rendering.
- c. Conducted research on design limitation on the local government code and actual structure where the proposal is to be patterned, among others.

**11. IN HOUSE ARCHITECT (Sept. 1993 - June 1996)**

**J. ROBERTS BAKING SYSTEM** - High end baking equipment selling and bakeshop design.

*5307 South Superhighway, Makati City Philippines; P.O. Box 2981 M.C.P.O. 1269*

*Telephone: + 632-8126768-71, +632-8442511-15 Fax +632-8126750*

**Duties and Responsibilities**

- a. Provided design schemes to clients, including assistance in choosing a feasible location, technical and design aspects on size of the area, and equipment to be used for the proposed bakery.
- b. Prepared working drawing for architectural, electrical and sanitary works including documents such as specifications and bill of quantities for the bidders.
- c. Assisted the client in evaluating bids and identifying the winning bidder, including negotiation with the contractor on the price to match or come close to in-house price estimate.

- d. Evaluated and checked the work of the contractor if it conforms to specifications.
- e. Evaluated and checked the percentage of work done by the contractor against the billing and made sure there are no defects and deficiencies.
- f. Provided after sales service, i.e., monitored the equipment and technical people within the guaranteed service specified.

**12. APPRENTICE DRAFTSMAN (Feb. 1991 - Sept. 1993)**

**FRANCISCO T. MANOSA & PARTNERS**

One of the leading architectural and design firm in the Philippines and Asia. Architect Francisco Mañosa was awarded National Artist in 2014.

*Unit A&B JMT Corporate Tower, San Miguel Avenue, Ortigas Complex, Pasig City, Philippines  
Telephone: + 632-6317522*

**EDUCATIONAL BACKGROUND**

**Bachelor of Science in Architecture**, 1988 to 1993, Technological Institute of the Philippines, Manila, Philippines

**AutoCAD Release 2005**, September to December 2005, Manila, Philippines

**CNC/CAD/CAM Programming and Application**, May to June 1999, Technical Education & Skills Authority (TESDA), Taguig, Philippines

**AutoCAD Release 12**, April-June 1996, TESDA, Taguig, Philippines **Computer Operating System**, Sept-Oct 1995, TESDA, Taguig, Philippines

**PERSONAL INFORMATION** – Male Asian of medium built. Born on 20 November 1969. Married to Noemi Ibre Palmiery. Native Speaker of Pilipino, fluent in English and Ilocano (a regional language in the Philippines), and basic knowledge of Arabic and Nihonggo. Hobbies include sketching, playing billiard, basketball, golf and listening to music.

**CHARACTER REFERENCE**

**Engr. Rey Dela Cruz**, Site Manager, K & A MODA Project, Mosul Road Al Dawadmi KSA Mobile No. +966 543432596

**Arch. Adel Ibrahim Diab**, Architectural Engineer, K & A MODA Project, Mosul Road Al Dawadmi KSA Mobile No. +966 541192401

**Engr. Catalino Mananquil**, Construction Manager, Contracting & Construction Enterprise (CCE), COB Project, Jubail Industrial City II, Jubail KSA Mobile No. +966 530438784

**Arch. Nestor Bautista**, Project Architect, Al Bawani Co. Ltd.  
Project, Granada Mall Extension, Exit 9 Riyadh KSA Mobile No. +966 570640252

I hereby swear that all information given above are true and correct to the best of my knowledge.

**Paul Caraang Orquiza**