



# Ronald John Velasco

Construction Executive Assistant  
3D Renderer / Draftsman



## ABOUT ME

I am a BS Civil Engineering graduate with 5 years of hands-on experience as a Site Engineer in the Construction Industry, honing my skills in project management and estimating. With over 7 years of proficiency in drafting, coupled with my recent 10-month stint as an Executive Assistant, I bring a unique blend of technical expertise and administrative efficiency to contribute effectively to a dynamic and multifaceted professional environment.

# EDUCATION

2011 - 2016

Polytechnic University of the Philippines  
Bachelor of Science in Civil Engineering





# WORK EXPERIENCE

## 2023 - Present

### Zila Co. | Executive Assistant

- Prepare inspection reports (daily, weekly, quarterly, and annual)
- Request Certificate of Insurance and preparing NOI and amendments.
- Prepare and submit bid proposals.
- Send invoices to clients and follow up emails.

## 2022 - 2023

### True Footage | Floor Plan Specialist

- Create & revise floor plans for Real Estate Appraisal Purposes
- Convert 3D scanned house models into 2D floor plans

# WORK EXPERIENCE

**2017 - Present**

**Freelance | Draftsman/ 3D Designer**

- Design the exterior & interior of a house/building according to the client's request
- Create floorplans, 3D renderings & walkthroughs

**2016 - 2021**

**Rebtrade | Site Engineer**

- Manage and monitor various construction project such as waterproofing, fireproofing and road projects.
- Estimate and procure materials.
- Present projects and provide solutions to clients.



# TOOLS I USE



SketchUp



v-ray



LUMION



QuickBooks







REACH ME

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📺 [live:cid.e86de4302442gbfe](https://www.twitch.tv/cid.e86de4302442gbfe)

