



NORIE JEAN ALAMODIN ALZATE

ARCHITECT – PROJECT COORDINATOR – DESIGN / TECHNICAL
COORDINATOR – DESIGN MANAGER



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KEY SKILLS :

- Project Management
- Communication
- Strategy & Execution
- Cross-functional Collaboration
- Agile & Scrum Methodologies
- Budget & Cost Estimation
- Client & Stakeholder Relations
- Risk Management
- Technical Expertise
- Solution Oriented
- Architectural Design & Project Processes
- Stakeholder Communication & Presentations
- Mentorship & Talent Development
- Quality and Control Assurance
- Contract Administration & Vendor Management
- Construction Site Supervision
- Leadership
- Attention to detail
- Contracts Management
- Professional Practice
- Quantity Survey
- Coordination
- Scheduling & Resource Allocation
- Quality Control & Safety Compliance

EMPLOYMENT SUMMARY:

• Acciona Construcción SA Dubai Branch, UAE [2016 to present] – Assistant Architect / Building Architect

- Projects :
1. Route2020 Metro Rail Project [Project Cost : AED 10.6bn]
 2. Solar 3 Project [Phase 3 of MBR Solar Park]

• Engineering Contracting Company LLC, UAE [2014 to 2016] – Project Coordinator / Architect

- Projects :
1. Hyati Residence Project [Project Cost : AED 168mil]
 2. Burjuman Refurbishment [Project Cost : AED 496mil]

• Samsung C&T Corporation-Regional HQ, Singapore [2010 to 2014] – Project Coordinator / Technical Support

- Projects :
1. Various Tender Project - RHQ Samsung Project Coordinator
 2. Project Synergy Suntec City : Addition and Alteration Works

• Rockmann Pte. Ltd., Singapore [2009 to 2010] – Project Manager / Designer/ Sales

- Projects :
1. No.27 Jalan Menarong (Residential)
 2. No.39 Riverina View (Landscaping – Water Feature)
 3. Water Feature for Singapore Garden Festival 2010(under NParks Entry)
 4. No.48 Jalan Dermawan (Wall and Waterfeature)
 5. No.65 Jalan Senang (Drywall Feature)
 6. No.56 Mariam Way (Landscaping Works and Waterfeature)
 7. Asia Tower 1 – M&E Works (Hyundai Engineering)
 8. GFRC Rockworks @ Hindhede Projects (GTMS Construction Pte Ltd)
 9. Customized Water Fountains (Indoor, Residential)

WORK EXPERIENCES (2004-2009 : PHILIPPINES) :

- Song Song + Periquet – Architectural Coordinator (Interior)
- Philippine National Bank, HQ, Engineering Design and Maintenance Department – Junior Architect
- Schema Konsult, Inc. – CAD Operator

PROFESSIONAL EXPERIENCE :

1. Route2020 Metro Rail Project – Design & Technical Management, Project Management
 - Lead, managed and assisted Technical Manager and Director the design delivery teams, provided clear guidance, feedback and support.
 - Planned and implemented design delivery management strategies and keeping up to date with industry new trends.
 - Prepared, monitored and presented design delivery progress, status and weekly/monthly reports to Technical Design Manager and Technical Director.
 - Ensured all design requirements/ packages are completed within scheduled timelines and as per project requirements, specifications and within budget.
 - Managed and supervised the design and technical deliveries production, QAQC review, submissions/ approvals.

- Collaborate with cross-functional teams, like specialists, sub-consultants, procurement, contracts and legal departments.
 - Prepared effective design delivery programs, design briefs, RFIs, FCRs, risk mitigation plans, status reports and dashboards.
 - Prepared and implemented internal design & technical workflow, ensuring all project milestones are met.
 - Worked closely with key personnel, managers in different departments to understand the project's requirements all throughout the stages.
 - Prepared technical documents such as technical notes, method statements and commercial or contractual correspondences to sub-contractors/ sub-consultants and client.
2. Solar 3 Project [Phase 3 of MBR Solar Park] – Commercial & Contracts Management
 - Prepares commercial or contractual correspondences to sub-contractors/ sub-consultants and client.
 3. Hyati Residence Project – Coordination Department
 - Lead, managed the design & technical delivery teams, provided clear guidance, feedback and support.
 - Planned and implemented design delivery management strategies and keeping up to date with industry new trends.
 - Prepared, monitored and presented design delivery progress, status and weekly/monthly reports to Project Manager and Client.
 - Ensured all design requirements/ packages are completed within scheduled timelines and as per project requirements, specifications and within budget.
 - Managed and supervised the design and technical deliveries production, QAQC review, submissions/ approvals.
 - Collaborate with cross-functional teams, like specialists, sub-consultants, procurement, contracts and legal departments.
 - Prepared effective design delivery programs, design briefs, RFIs, FCRs, risk mitigation plans, status reports and dashboards.
 - Prepared and implemented internal design & technical workflow, ensuring all project milestones are met.
 - Worked closely with key personnel, managers in different departments to understand the project's requirements all throughout the stages.
 - Prepared technical documents such as technical notes, method statements and commercial or contractual correspondences to sub-contractors/ sub-consultants and Client.
 - Initiated RFQs, cost comparisons, Prepared BOQ and subcontract agreements.
 - Prepared material submittals [review of material data sheets and physical samples] and submission to client for approval.
 4. Burjuman Refurbishment – Coordination Department
 - Lead, managed defect liability period delivery teams, provided clear guidance, feedback and support.
 - Planned and implemented handing-over delivery management strategies and keeping up to date with industry new trends.
 - Prepared, monitored and presented defect liability period delivery progress, status and weekly/monthly reports to the Project Manager.
 - Ensured all defect liability period requirements such as warranties, spares and as-builts were completed within scheduled timelines and as per project requirements, specifications and within budget.
 - Collaborated with cross-functional teams, like specialists, sub-consultants, procurement, contracts and legal departments.
 - Prepared effective DLP delivery programs, snags close out status reports and dashboards.
 - Prepared and implemented internal design & technical workflow, ensuring all project milestones are met.
 - Worked closely with key personnel, managers in different departments, Client and Engineers to understand the project's requirements all throughout the handing over.
 - Prepared technical documents such as technical notes, method statements and commercial or contractual correspondences to sub-contractors/ sub-consultants and Client.
 - Attended weekly progress meeting with Consultant and Client.
 5. Various Tender Project – Technical Department, Projects Management
 6. Project Synergy Suntec City – Design & Engineering Department, Planning & Project Management
 - Lead, managed the design & technical delivery teams, provided clear guidance, feedback and support.

- Planned and implemented design delivery management strategies and keeping up to date with industry new trends.
 - Prepared, monitored and presented design delivery progress, status and weekly/monthly reports to Project Manager and Client.
 - Ensured all design requirements/ packages are completed within scheduled timelines and as per project requirements, specifications and within budget.
 - Managed and supervised the design and technical deliveries production, QAQC review, submissions/ approvals.
 - Collaborate with cross-functional teams, like specialists, sub-consultants, procurement, contracts and legal departments.
 - Prepared effective design delivery programs, design briefs, RFIs, FCRs, RVIs, RVOs risk mitigation plans, status reports and dashboards.
 - Prepared and implemented internal design & technical workflow, ensuring all project milestones are met.
 - Worked closely with key personnel, managers in different departments to understand the project's requirements all throughout the stages.
 - Prepared technical documents such as technical notes, method statements and commercial or contractual correspondences to sub-contractors/ sub-consultants and Client.
 - Initiated RFQs, cost comparisons, Prepared BOQ, subcontract agreements, RFIs, RVIs, RVOs, FCRs, CVIs to Client. Reviewed and responded RFIs, RVIs, RVOs, FCRs, CVIs from Subcontractors. Reviewed and approved material submittals and method statements from Subcontractors to Client/ Architect.
 - Prepared material submittals [review of material data sheets and physical samples] and submission to client for approval.
 - Attended weekly progress meeting with Consultant and Client.
7. Project Manager/ Designer | Rockmann Pte. Ltd., Singapore
- Prepared proposals, quotations, technical documents such as technical notes, method statements and commercial or contractual correspondences to sub-contractors/ sub-consultants and Client.
 - Initiated RFQs, cost comparisons, Prepared BOQ, subcontract agreements, RFIs, RVIs, RVOs, FCRs, CVIs to Client. Reviewed and responded RFIs, RVIs, RVOs, FCRs, CVIs from Subcontractors. Reviewed and approved material submittals and method statements from Subcontractors to Client/ Architect.
 - Prepared material submittals [review of material data sheets and physical samples] and submission to client for approval.
 - Site Supervision and Site management.

PROFESSIONAL DEVELOPMENT :

- Fundamentals of Predictive Project Management | **Project Management Institute, 2023**
- Fundamentals of Agile Project Management | **Project Management Institute, 2023**
- Project Management Fundamentals | **Filipino Institute (Dubai, UAE), 2023**
- Project Management for Beginners | **Project Management Institute, 2023**
- Course on Basic Autodesk Revit 3D Modelling | **Autodesk (Dubai, UAE), 2015**
- Course on Basic Concept in Construction Productivity Enhancement | **Building Construction Authority (Singapore), 2014**
- SINGAPORE CONSTRUCTION PRODUCTIVITY WEEK 2012: Skilled Builder & BIM Competition – Participant | **Building Construction Authority (Singapore), 2012**
- 2011 Construction Compliance | **SAMSUNG C&T Corporation (Singapore), 2011**

EDUCATION :

BS ARCHITECTURE | Polytechnic University of the Philippines - Sta. Mesa, Manila, Philippines