

JINO GUINANG

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PROFESSIONAL SUMMARY

Versatile technical professional with over 7 years of combined experience in site management, technical CAD drafting, cost estimation, and international client coordination. Currently advancing studies in BS Civil Engineering (3rd Year) at Negros Oriental State University, with a strong analytical and mathematical foundation. Demonstrated success overseeing multi-storey residential and commercial construction projects, preparing precise material and labor estimates, and producing technical CAD drawings. Exceptional English communication skills developed across multiple international accounts, enabling effective liaison with multinational clients, suppliers, and engineering teams. Highly adaptable and prepared to apply structural drafting and estimation expertise to the fire protection systems industry, with full readiness to undergo specialized Hydraulic Calculations training.

CORE COMPETENCIES

Technical & Engineering Skills

- AutoCAD: 2D/3D drafting, layout modifications, schematic development, and spatial coordination for residential and commercial projects
- Cost Estimation: Material quantification, labor costing, and specification review from technical drawings
- Structural Analysis: Reinforced concrete detailing, steel reinforcement quantification, and structural integrity assessment
- Quality Assurance: Site inspections, safety standards compliance, and QA documentation management

Management & Communication Skills

- Project coordination, team supervision, supplier liaison, and document control
- Highly proficient English communication — written and verbal — for international client and team coordination
- Adaptable, fast learner with demonstrated ability to work across diverse technical disciplines

PROFESSIONAL EXPERIENCE

Site Manager & CAD Operator — *Construction & Structural Projects*

2025 – 2026

- Directed on-site operations for multiple 2-storey residential and commercial building projects, ensuring structural integrity and architectural compliance throughout all project phases.
- Prepared accurate material estimates and quantity take-offs directly from technical drawings, including precise steel reinforcement schedules (e.g., 16mm diameter rebars) and specialized coating volume calculations.
- Developed and modified AutoCAD layouts to resolve complex spatial coordination challenges, including integration of commercial roll-up mechanisms within tight structural constraints.
- Managed labor allocations and cost estimates for multi-tiered workforces, mediating operational issues to maintain strict project timelines and budget targets.
- Conducted regular quality control inspections and enforced site safety standards and professional conduct protocols.

Customer Service Representative — *Inspiro*

Apr 2022 – May 2022

- Handled customer inquiries and concerns for an international account, demonstrating strong verbal and written English communication skills in a fast-paced call center environment.
- Maintained accurate call records and adhered to strict quality assurance and compliance standards.

Customer Service Representative — *Straive*

May 2022 – Sept 2022

- Provided customer support for an international account, consistently meeting performance metrics for quality, accuracy, and client satisfaction.
- Managed document records and coordinated with back-end teams to resolve client issues efficiently, ensuring 100% compliance with internal guidelines.

EDUCATION

Bachelor of Science in Civil Engineering (3rd Year) — *Negros Oriental State University* Unfinished

Relevant Coursework: Structural Engineering, Technical Drafting, Material Science, Analytical Problem Solving, Mathematics for Engineers.

Training Readiness: Strong mathematical foundation and fully prepared to undergo specialized training in Hydraulic Calculations for fire suppression systems, as required by DIS Fire Systems.

ADDITIONAL SKILLS & DEVELOPMENT

- Frontend Web Development: Foundational knowledge in HTML, CSS, and JavaScript; currently building personal web portfolio at *jinoguinang.dev*.
- Artificial Intelligence & Automation: Actively studying Agentic AI concepts and their application to technical workflows; enrolled with Frontend Masters.
- Continuous self-development in emerging technologies to complement core engineering and estimating expertise.

Character references and portfolio of CAD drawings furnished upon request.