

MARY ROSE B. CRISTOBAL

PROJECT MANAGER | ARCHITECTURAL COORDINATOR | BCA ACADEMY SPECIALIST DIPLOMA IN BIM - MERIT AWARDEE
REGISTERED AND LICENSED ARCHITECT (PHILIPPINES) | REGISTERED AND LICENSED MASTER PLUMBER (PHILIPPINES)



SUMMARY

A project management professional with nearly 10 years of experience developed through diverse roles in architectural sales and marketing, architectural coordination, planning consultancy, and construction project management. Strong background in stakeholder coordination, documentation control, and schedule management. Extensive experience working with European suppliers and vendors, requiring regular follow-up on production planning logistics coordination, and shipment timelines.

WORK EXPERIENCE

OCTOBER 2024 – PRESENT

ASSISTANT PROJECT MANAGER, TRACE DESIGN+BUILD (SINGAPORE)

- Assist the Project Director in project execution, and monitors the project progress, tasks, and deliverables.
- Support resource deployment, review drawings, and provide assistance to the team where required.
- Manage 4–5 housing projects simultaneously, requiring intense prioritization, and coordination to meet deadlines and quality standards.
- Project Involvement:
 - Proposed Erection of a 2-Storey Envelope Control Detached Dwelling House with an Attic, a Basement, and Swimming Pool (Bukit Timah Planning Area)
 - Client: K2LD Architect | GFA: 1,850m²
 - Proposed New Erection of a 3-Storey Envelope Control Semi-Detached Dwelling House with Attic and Swimming Pool on Lot 07373N MK26 at 19 Kurau Terrace (Bedok Planning Area0 (Geylang Planning Area)
 - Client: Ming Architects | GFA: 1,045.20m²

JANUARY 2024 – SEPTEMBER 2024

ARCHITECTURAL COORDINATOR, TRUST-BUILD ENGINEERING & CONSTRUCTION PTE LTD (SINGAPORE)

- Oversee all architectural works - work scheduling, material requisition, cost control, supervision and documentation.
- Prepare, interpret, and coordinate drawings, and prepare necessary contractual.
- Identify the elements of project design and construction that would like rise to disputes and claims
- Project Involvement:
 - Proposed Development of New Primary School at Tengah Garden Avenue
 - Client: Ministry of Education (MOE) | GFA: 32,645.94m²
 - Proposed New Erection of a 7-storey Institutional Development with Ancillary Office and Single Storey Basement Carpark (Geylang Planning Area)
 - Client: Singapore Contractors Association Limited (SCAL) | GFA: 4457.25m²

MARCH 2023 – NOVEMBER 2023

PROJECT MANAGER (CLIENT REPRESENTATIVE), K16 DEVELOPMENT PTE LTD (SINGAPORE) – Developer

- Developer's representative and project lead, ensuring timely, on-budget, and high-quality project delivery.
- Manages the Defects Liability Period and/or disputes – Lead liaison for parties involved.
- Lead for liaison with relevant authorities on approval and compliance matters.
- Audit drawings to ensure design can be carried out in an effective manner.
- Reviews the progress claims, assists in developer's cashflow planning, and in-charge of document control and filing.
- Project Involvement:
 - Olloi (34-Unit Condo) - Overall Person In-Charge for the Defects Liability Period and A&A Works, and Customer Service Support Lead
 - Atlassia (31-Unit Freehold Boutique Residential Development) – Support for Procurement

MAY 2021 – MARCH 2023

PROJECT MANAGER, BERJAYA BUILDCON PTE LTD (SINGAPORE)

- Oversee the complete planning and delivery of the construction projects with respect to design, time and budget, resources, quality, and safety, from start to finish.
- Ensure that works are executed in accordance with approved drawings and in accordance with contract specifications.
- Monitor project progress and set deadlines.
- Liaise closely with clients, consultants, subcontractors through regular meetings to resolve administrative, design, and contractual issues and updating of project progress.

MAY 2017 – MAY 2021

PROJECT COORDINATOR CUM DRAFTER, BERJAYA BUILDCON PTE LTD (SINGAPORE)

- Create drawings and 3D models both from written and verbal specifications obtained, prepare revisions, and design options for review by Consultants and Owners.
- Coordinate drawings and assess project risks to the concerned parties and provide solutions where applicable.
- Provide timely technical assistance and solutions to the team.
- Prepare and present design proposals and construction drawings for small projects.

JULY 2015 – MARCH 2017

JUNIOR ARCHITECT, N.S. INCORPORATED (PHILIPPINES)

- Conduct schematic planning and layout, design and material presentation of project proposals to the prospective client.
- Develop and monitor drawing with compliance to local codes and regulations.
- Prepares and accomplishes working drawings for building permits.
- Responsible for the data gathering, collection of other documents per project assigned.

CONTACTS

- +65 8950 9878
- mrosecristobal@gmail.com
- <http://linkedin.com/in/mrosecristobal>

REGISTRATION / LICENSE

- FEBRUARY 2017
MASTER PLUMBER
(Philippine Professional Regulation Commission)
- Registration No.: 0010112
- JULY 2016
ARCHITECT
(Philippine Professional Regulation Commission)
- Registration No.: 0038326

EDUCATION

- JANUARY – JULY 2019, SG
BCA ACADEMY
- Specialist Diploma in BIM
- Merit Awardee
- JUNE 2009 – MARCH 2014, PH
TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES
- BS in Architecture

CERTIFICATION

- APRIL - MAY 2024, SG
SUPERVISE CONSTRUCTION WORK FOR WSH
- NTUC Learning Hub
- DECEMBER 2018, SG
AUTODESK REVIT ARCHITECTURE ESSENTIALS
- Apusgeo Solutions Pte Ltd

SOFTWARE

- ★★★★★ AutoCAD 2D
- ★★★★★ Sketchup
- ★★★★☆ Revit
- ★★★★☆ Enscape
- ★★★★☆ Adobe Photoshop
- ★★★★★ MS Office

AFFILIATION

- SINCE 2016
UNITED ARCHITECTS OF THE PHILIPPINES (UAP)
- Manila Maharlika Chapter