


CIRO A. PORTILLO

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SUMMARY

Extensive experience within the areas of Architecture, Design, Green Building Design, CAD Drafting, Construction, Inspection and Quality Control. Self-motivated with a sense of urgency to complete work accurately and timely. Highly organized and very focused on details at final goals and products. High interpersonal and presentation skills with the ability to set effective priorities and work collaboratively with clients and co-workers to achieve immediate and long term goals. Able to function in a fast-paced, high pressure atmosphere. Areas of expertise:

- Architect Assistance
- Project Coordination / Leadership
- Interior Design
- 3D Design (Revit)
- Green Building Design
- Industrial Design
- Construction Inspection (Superintendent)
- CAD Drafting/Design.

PROFESSIONAL EXPERIENCE

2009 - present **Architect / Green Building Designer** - A21 Sustainable Projects. (Venezuela)

OWNER and registered ARCHITECT with projects that included:

- Commercial and Residential Architecture from Design to Construction, including Interior Design.
- Green Building Design (Bioclimatic)
- Urban design and feasibility study for several projects for local investors interested on Real Estate developments.

2007 - 2009

Project Leader / Quality Control Manager - BRICKET / INVACASA. (Venezuela) www.legados.com.ve

PROJECT LEADER at Project Department:

- Accommodate Predefined Town Planning (100+ Units each) at Master Plan (Total 3,022 Units).
- Coordinate all Engineering Projects and get them on time for Permits and Construction timeline.
- Represent Home Builder Company at Meetings with Surrounding Communities Leaders
- Coordinate with Project Manager, Engineers and Construction Department complete sets of plans for Permit submitting.
- Attend meetings at City Hall with Urban Authorities up to obtain Building Permit.
- Keep Project Updated with Construction modifications and comments.

As QUALITY CONTROL MANAGER:

- Attend New Home Owners at Entire Urban development of almost 4,000 Residential Units (Camino de la Lagunita):
- Receive from Project Department all Owner Manuals and Blueprints of every housing development.
- Receive from Construction Department all Home Units and manage details with After Sales multidiscipline workers.
- Prepare all Home Units to be delivered to new owners.
- Give a Speech about How Home Units worked, condominium and after sales services (Warranty) at Sales Closing Day to new owners (100+ per meeting).
- Receive, Organize and Plan all Client Claims.
- Make reports of claims solved/active for General Manager.

2006 - 2007

Superintendent - Maracaibo's Metrorail Authority (Venezuela)

- Subcontract professionals and workers for daily duties at jobsite.
- Prepare and make payments to professionals in charge.
- Prepare proposals to participate on Government Projects.
- Technical evaluation of all Materials, techniques and workers abilities for a specific work at jobsite.
- Prepare reports about Jobsite advance for the Planning Department.
- Prepare and train all personnel with all requirements of Industrial Security and Environmental Hygiene.
- Negotiate with proper workers unions about positions available at jobsite.
- Analysis of complete set of blueprints for calculations on the preparation of valuations.

2006

Project Coordinator and Draftsman - NOMADAS. (Venezuela) www.nomadas.net

- Prepare quotations to participate on Public Projects.
- For a Commercial Center Project: Functional and Space Design for new areas like parking lots, green areas, etc.
- Development of a presentation system for Office Projects to be sent to Clients Nationwide.
- Draftsman at every project handled.
- Take dimensions of several buildings to be remodeled.
- 3D Modeling of Buildings to be presented to owners at design stage.

2004 - 2006

Project Manager / Project Coordinator / CAD Designer-Drafter. (Consultant) POSE + LOPEZ Architects.
(Coral Gables, Fl.) - www.benlopezandassociates.com

PROJECT MANAGER (Office Leader):

- Leader and Firm Representative at the Airlines Relocation Project for the Miami International Airport South Terminal, with following tasks:
- Attend planning and working meetings with MDAD (Miami-Dade Aviation Department) and Airlines Representatives to define individual office requirements to be relocated to Terminal South and establish parameters for the Relocation Procedure Success of 20 Airlines without interfere their operations.
- Coordinate, Revise and Approve Engineering Projects of all disciplines following required standards including special equipment, with the goal of producing complete set of drawings to be submitted for Permit at the MDAD Authorities.
- Revise and approve all proposals made by Airlines Representatives and Consulting Firms of the MDAD to make them fit at the Architectural and IT base project.
- Produce Reports and Documents for Payment Processing.

PROJECT COORDINATOR (Office Leader) at Residential Projects and High raising:

- Work and Produce with the Drafting Department all DRAFT Projects from the beginning to attend revisions with The City (City Hall) Authorities, for Miami District Permits and Class II Special Permits, with the following tasks:
 - Organize and lead weekly meetings with City Authorities to keep track of Project Status and requirements to advance and accomplish with Building Codes and Miami-Dade Urban Design Codes.
 - Coordinate with Architects, Drafters, Landscaping Architects and Investors, all requirements and Project Options for the maximum profit options, always under State of Florida Codes.
 - Assist Architects with the Project Presentation at the UDRB (Urban Design Review Board) and coordinate/produce all needs for it.
- Coordinate all Engineering Disciplines and check/approve the correlation between all of them.
- Coordinate changes, check and follow all City Comments for Building Permit Approval.

SENIOR DRAFTSMAN at Drafting Department with following responsibilities:

- Produce Set of Architectural Plans (Survey-Site, Floor Plans, Ceiling, Elevations, Chase Plans, Roof, Sections and Details) from Architects Sketches and Topographical plans. Deliver Set of Updated Plans weekly to Engineers.
- Coordinate Architect Proposals with Clients for approvals.
- Prepare Plot Files for printing at Outsourcing Printing Companies.
- Keep updated all Sets of Drawings. (Revisions, Markups, Additions)
- Attach Photorealistic Renderings to Aerial Images of Job Site for Presentations to Clients and City Authorities.
- Brochure Design for Sales Department.
- Check and keep updated all Drawings with Architects and Engineers changes and comments.

2003 - 2006

CAD Designer / Industrial Designer - DURABILITY INC. (Pinellas Park, Fl) www.durableseating.com

CAD DESIGNER:

- Assisted Sales persons with the preparation of full sets of drawings using Computer-Aided-Drafting/design programs as per AutoCAD over new restaurants developments or remodelings of old styles of packages to new models.
- Analyzed Architectural Projects of Restaurant Buildings as per proper Building Codes by Counties. Optimized existing designs of restaurants following Yum technical specs to fit the maximum capacity.
- Verified Sales Orders, Work Orders and Production Drawings before producing any project.
- Designed a complete Set of Standard Drawings for Yum International Approval Processes to be used with brand new décor for new restaurants or with remodels of old styles.
- Got field dimensions of several buildings to be remodeled when necessary.
- Communicated with franchisees or General Contractors to get complete information
- Get approvals from Owners when remodels.
- Assisted several Companies as Durability Consultant Services Representative for Architectural Projects of Restaurants Buildings Designs and Hospitality Projects Nationwide.

INDUSTRIAL DESIGNER:

- Verified specs with Franchisees, Owners and Design Department for every project.
- Verified Technical Documents of Architectural Projects for each Restaurant as per Site Requirements.
- Verified with General Contractors and Sales Representative all dimensions at critical designs.
- Made all Working Drawings with all information necessary for manufacturers for every project.
- Prepared templates for custom designs to be used at computerized routers.
- Verified products manufactured before shipping to costumers.
- Ordered specific elements at custom designs of Divider Glass Screens, Artwork, etc.
- Get approvals from Owners when remodels.

- 2002 - 2003 **CAD Designer / Project Site Coordinator** - DELLACASA Kitchens (Miramar, FL) www.dellacasa.info
- Assisted Design Department preparing full sets of drawings for all Kitchens Projects.
 - Designed Custom Kitchens for complete buildings and prepare list of all units needed to order.
 - Developed a code system with Warehouse Dept. to control all units' deliveries to the sites.
 - Controlled all deliveries.
 - Organized with Installers all units' installations.
 - Made reports of project advances.
- 2002 **Project Manager** - OFIESTILO Office Furniture (Venezuela) Contact Person: Mr Samer Labbad +58-261-793-2609
- Attended Meetings with clients for getting together all information about their needs.
 - Made sketches and took all dimensions necessary to make the Project.
 - Prepared full sets of drawings and made presentations to show projects, using AutoCAD to develop the technical drawings and Flash MX to show color boards and Image Samples.
 - Closed deals, organized paperwork and gave directions and specifications to manufacturers.
 - Web researches of new styles and ideas.
- 2002 **Project Coordinator** - Elorriaga, Faria & Asociados (Venezuela)
- Organized all Projects Library and assisted all departments at their needs of the use of original sets of drawings, copies of blueprints and constructions manuals.
 - Prepared presentations of materials, finishes and details for clients.
 - Designed custom remodelings with costumers of their new homes and developed several options of space additions for homeowner manuals.
 - Prepared all sets of drawings and documents needed for City Permits, attended meetings with authorities to prepare changes and resubmitted documents until permits where given.
 - Coordinated several projects of Villas that included:
 - Urban Designs from the information given from Engineers of all specialties.
 - Verify Urban Engineers Projects before beginning land developments and constructions.
 - Weekly meetings with all departments about projects progress.
 - Provided assistance to all departments at solving hardware and software problems with computers.

OTHER RELEVANT EXPERIENCE

- 1999 - 2001 **Servicios Técnicos COLSEA de Venezuela "SERTECOL"** (Venezuela)
Senior Draftsman
- 1998 - 1999 **GENERAL CONTRACTOR**
Independent Architect

EDUCATION

UNIVERSIDAD RAFAEL URDANETA - Maracaibo, Venezuela.
 Bachelor in Architecture. - (Equivalent by Global Education Group to a Bachelor Degree in Architecture in EEUU)

LANGUAGES Fluent in English and Spanish.

COMPUTER SKILLS: AutoCAD 14-2013, Autodesk REVIT Architecture, Photoshop, CorelDraw, Microsoft Word, Excel, Power Point.

AFFILIATIONS

ACLAMA – (Maracaibo’s Lake Conservation Foundation)	Since 2013.
American Red Cross of South Florida (Disaster Relief Volunteer Services)	Since 2005.
AIA Miami Chapter (American Institute of Architects)	Since 2005.
Colegio de Ingenieros de Venezuela (Venezuelan Engineers Association).	Since 1999.