

CRISTINE JOY C. LAPINED

PROJECT COORDINATOR | CAD DESIGNER

Registered Agricultural and Biosystems Engineer
Carmen, Davao del Norte, Philippines

PROFESSIONAL SUMMARY

Detail- oriented Project Coordinator with solid experience in providing comprehensive administrative and project support. Skilled in managing project documentation, data entry, records, and tracker systems to ensure smooth project execution and compliance with deadlines. Proficient in AutoCAD for creating and reviewing technical designs and preparing clear, visually engaging reports and presentations.

TECHNICAL SKILLS

Project Management Tools
Data & Records Management
Design & Drafting
Office & Documentation
Reporting & Visualization
Communication & Collaboration

PROFESSIONAL EXPERIENCES

Provincial Environment and Natural Resources Office (PENRO) – Davao del Sur - OJT **2019**

- Ocular inspections, surveys and seedlings inventory
- Administrative support and maintaining records, permits and environmental clearances for provincial projects.

Fiberhome Phils Inc. - PROJECT COORDINATOR **2020-2023**

- Provide administrative support, including documentation, data entry and preparation of project reports.
- Manage and maintain trackers, records and project data bases for accurate monitoring of work progress.

Enovell Tech Philippines - PROJECT COORDINATOR **February 2024- July 2024**

- Monitor project deliverables, timelines, and compliances ensuring quality benchmarks are met in coordination with project staff and contractors.
- Ensuring proper filing, archiving and control of project-related documents to maintain transparency and accountability.

Yutel Development Construction Inc - PROJECT DOCUMENT CONTROLLER July 2024 - June 2025

- Responsible in ensuring strict adherence to standards and guidelines while maintaining accuracy, consistency and the timely distribution of updated project documentation.
- Facilitate communication and collaboration between internal teams and contractors particularly on adherence to project regulations and sustainability practices.

Minda Construction Services - CAD DESIGNER **July 2025 - March 2026**

- Responsible for designing approved-for-implementation plans, as-built plans, splicing details, and geographical map KMZ (Mindanao areas).

EDUCATION AND TRAINING

AGRICULTURAL AND BIOSYSTEMS ENGINEER
Southern Philippines Agribusiness and Marine and Aquatic School of Technology
Licensed Agricultural and Biosystems Engineer - November 2019

FUNDAMENTALS OF VIRTUAL ASSISTANCE
Department of Information and Communications Technology – August 2025