

# Ryan Vincent P. Mateo

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## PROFILE

A goal-oriented and forward-thinking project management specialist with 20-years of experience in the built environment industry that is confident in leading team members, managing schedules and coordinating resources. Keeps projects on-track with decisive supervision and quick problem-solving. Persuasive in communicating and negotiating with internal team members, vendors and other stakeholders.

Demonstrated history of establishing and managing adherence to standards of excellence. Well-versed in mentoring and guiding team members to exceed client and stakeholder expectations. Accustomed to cultivating innovative ideas and encouraging new ideas that drive company growth.

## EXPERIENCE

Nov. 2011 – May 2024 (Singapore)	<b>Project Manager</b> Singapore Engineering and Construction Pte Ltd  <u>Key responsibilities:</u> <ul style="list-style-type: none"><li>Developed and maintained the overall project plan, timeline, and budget.</li><li>Lead the project team to ensure that all technical items are in order and are properly coordinated.</li><li>Monitor the works to ensure it is carried out safely and a good quality outcome is achieved.</li><li>Collaborated closely with senior management on long-term strategic planning and corporate innovation development initiatives.</li></ul>
Apr. 2009 – May 2011 (Sharjah, United Arab of Emirates)	<b>Head of Designs</b> AS Al Hajri Group of Companies – Indus Interiors, Décor Contracting  <u>Key responsibilities:</u> <ul style="list-style-type: none"><li>Developed and managed conceptual design approaches, technical details, specification, and contract to ensure that every project is performed consistently.</li><li>Collaborated with cross-functional teams to define the client requirements and develop designs that met those needs.</li><li>Managed the day-to-day operations of the design team, including scheduling, resource allocation, and budgeting.</li><li>Mentored junior designers on best practices for creating end-user interfaces that is visually appealing, with sense of practicality and functionality.</li></ul>
May 2007 – Jan. 2009 (Jeddah, Kingdom of Saudi Arabia)	<b>Head Architect &amp; Interior Designer</b> Saudi Building and Construction Management  <u>Key responsibilities:</u> <ul style="list-style-type: none"><li>Consulted with clients to discuss design options based on their budget constraints or aesthetic preferences.</li><li>Developed conceptual designs, sketches and 3D models, overall plan, technical drawing, and specification for both architectural and interior design projects.</li><li>Coordinated activities between architects, designers, engineers and contractors throughout the duration of a project.</li></ul>
Feb. 2006 – Jan. 2007 (Riyadh, Kingdom of Saudi Arabia)	<b>Project Manager &amp; Lead Architect / Designer</b> Ali Bakhtiar Designs L.L.C.  <u>Key responsibilities:</u> <ul style="list-style-type: none"><li>Lead and managed projects from concept design stage, development of design and all necessary stages or applications for statutory approvals, production information, specifications, tender process, including carrying out inspections of projects on site.</li><li>Directed and managed team members in the delegation of work to allow the provision of assistance on projects as necessary.</li><li>In charge of coordinating a team effort to complete a project promptly and successfully.</li></ul>

Jun. 2003 – Nov. 2005  
(Philippines)

### Senior Architect

Budji Layug + Royal Pineda Design Architects

#### Key responsibilities:

- Closely worked with clients to gather facts, define design and space planning problems, conceptualize possible solutions and secure approvals of proposals.
- Developed and reviewed architectural or engineering plans, specifications, and contract documents to ensure compliance with government codes, laws, and regulations.
- Conducted research literature and maintain knowledge of current building materials, structural, mechanical, and electrical system codes, and methods of application.

## EDUCATION

2024 – Present	ICL Graduate Business School, New Zealand	Master of Management (Level-9)
1999 - 2003	Technological University of the Philippines	Bachelor of Science in Architecture
1996 - 1999	Technological University of the Philippines	Architectural Graphics Technology

## CERTIFICATIONS

July 2004	Philippine Professional Regulation Commission	Licensed Architect (License No. 19078)
October 2022	UAP Singapore Chapter Conference	Certificate in Climate Change and the Future of Sustainability
December 2021	Innoq Solutions Pte Ltd	Certificate in Internal Audit Training
July 2020	Building and Construction Authority, Singapore	Certificate in Safe Management Officers Course for Construction
August 2019	Eversafe Academy Pte Ltd, Singapore	Certificate in Construction Safety Course for Project Managers
November 2018	Singapore Civil Defense Force	Certificate in Community Emergency Preparedness Programme
April 2014	A Star Safety Centre Pte Ltd, Singapore	Certificate in Work at Height Course for Supervisors
January 2012	The Singapore Contractors Association Ltd	Certificate in Building Construction Supervisors Safety Course

## SKILLS

Management	Project management, Strategic planning, Time management, Project scope analysis, Construction management, Contract management, Document management, Conflict management, Risk management, Logistics management, Staff management, Problem solving, Decision making, Analytical thinking
Interpersonal	Leadership, Effective communications in all levels, Collaborative, Conflict resolution, Negotiation, Delegation, Active listening, Coaching, and Mentoring.
Technical	Conceptual design, Architectural design, Interior design, Detail sketching, Technical coordination, Design presentations, Design interface analysis, BIM coordination.

## INTERESTS AND ACTIVITIES

Built environment | Architecture | Interior Design | Engineering | Contemporary visual arts & music | History and Culture | Contemporary art painting | Sketching | Sculpting | Watching documentaries and conspiracy theories

## REFERENCES

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Cicero Parian	CAD Technician	Peter Swan Limited, NZ	ciceroparian02@gmail.com	+64 21 188 7244
Homer Tiongco	Graduate Digital Modeler	Tonkin and Taylor, NZ	homersantostiongco@gmail.com	+64 210 867 4828
Frankie Chew Chween Ming	Project Director	Singapore Engineering and Construction Pte Ltd	frankiechewcm@yahoo.com.sg	+65 9687 2005
Charles Chin Chee	Project Manager	Singapore Engineering and Construction Pte Ltd	charles500@hotmail.com	+65 8700 1530
Sin Yan Cham	Head of Project Management	Sembcorp Solar Singapore Pte Ltd	chamsinyan@gmail.com	+65 9109 9369