****

**JAMES**

**JAMES.336861@2freemail.com**

**OBJECTIVE: To be able to perform my technical expertise and contribute it to a company that adheres to professional growth and development.**

**SUMMARY OF WORK EXPERIENCES:**

* **Electrical Instructor for Building wiring Electrician and Electrical Appliance Repair Technician – Red Sea Housing Services Company, Jubail Saudi Arabia**
* **Electronics Instructor for ROV (Remotely Operated Vehicle) SubNet Services Ltd. 7th Floor, Cyber One Building Eastwood Quezon City**
* **Technical Trainer for Applied Centura Epitaxial Deposition Micro-chip processing machine, Applied Materials training Center, Xi’an, Shaanxi Province, China.**
* **Supervisor (General Maintenance, for His Highness The Emir’s Private Affairs Office Doha Qatar.**
* **Electronics Instructor and Electricity and Magnetism I & II for Physics Laboratory, (Low Voltage) trainer, Nizwa College of Technology, Sultanate of Oman.**
* **Trainer for engineering students with their laboratory projects and Printed Circuit Board (PCB) design. (Using the 520 PCB Lab. Station) Nizwa College of Technology, Sultanate of Oman**
* **Technical-Vocational Instructor/Trainer for Consumer Electronics/Electrical(17 years)- Great Plebeian College Alaminos City Philippines.**

**ACCOMPLISHMENTS: (Non-Teaching)**

* **Certified Fiber Optics Technician** (Fiber Optics Association (FOA) Certification No. 7281042)
* **Assistant to the Head of section**, Maintenance Department, Emirs Private Affairs Office, Doha Qatar. (June 2009 – June 2011)
* **Technical Support Associate for AT&T**, Convergys Ortigas Center, Philippines. (September 2011 – January 2012)
* **Maintenance Supervisor** – His Highness, The Emir’s Private Affairs Office, Maintenance Department (January 27, 2009 – June 17, 2011)
* **Department Coordinator**, Engineering Department, Nizwa College of Technology, Nizwa Sultanate of Oman. (May 2007 – July 2008)
* **President**, **Faculty and Employees Association**, Great Plebeian College Alaminos City Pangasinan, Philippines. (June 2004 – April 2007)
* **Vice-Chairman**,**Labor and Management Council**, Great Plebeian College Alaminos City Pangasinan, Philippines.(June 2005 – April 2007)
* **Adviser** for College Supreme Student Government (CSSG), Great Plebeian College, Alaminos City Pangasinan Philippines. (June 2002 – March 2003)

**EDUCATIONAL QUALIFICATION**

DEGREE : Earned **12 units, Masters in Educational Management**

SCHOOL : Pangasinan State University, Open University System Alaminos

 City Campus, Alaminos City Philippines

YEARS ATTENDED: **(On-going Study)**

DEGREE : **Bachelor of Science in Secondary Education**

SPECIALIZATION : **General Science**

SCHOOL : Great Plebeian College, Alaminos City Philippines

YEARS ATTENDED : 1989-2005

DEGREE : **Industrial Technology**

SPECIALIZATION : **Electronics Technology**

SCHOOL : Pangasinan State University, Lingayen Pangasinan Philippines

YEARS ATTENDED : 1986 – 1988

**TOOLS/EQUIPMENT ACCUSTOMED WITH:**

* **Optical Time Domain Reflectometer (OTDR)**
* **Fibre Optic Splicer (Fusion splicer)**
* **Mechanical Fiber Optic Splicer**
* **Laser Source and Power Meter**
* **Helium Leak detector (for micro-chip process machine)**
* **Digital/Analogue Multimeter (Volt-Ohm-Milliammeter)**
* **Dual/Single Trace Oscilloscope**
* **Audio Generator**
* **Frequency counter**
* **Regulated power supply (UPS)**
* **Siemens Training Console (electrical trainer)**
* **Ultraviolet PCB design console**
* **520 PCB Lab Station (used for etching PCB)**
* **Digital breadboard module for logic gates**

**COMPUTER SOFTWARE/APPLICATION USED:**

* **Express SCH (used for schematic drawing)**
* **Express PCB (used for Printed Circuit board, PCB design)**
* **Microsoft Application software (MS Word, Excel and Powerpoint)**

**SPECIAL SKILLS**

* **Installs** house wiring and building wiring
* **Troubleshoots and repairs** Electrical and electronics appliances
* **Performs** Fiber optic splices
* **Troubleshooting and maintenance** of Epitaxial deposition (300 mm) micro-chip processing machine
* **Troubleshoots and repairs** electronic appliances (consumer appliance).
* **Installs house/building** wiring system (electrical installation)
* **Troubleshoots and repairs** electrical appliances (consumer appliance, heating and ventilating).
* **Troubleshoots/Repairs** Computer Hardware, Installation of Operating System
* **Interprets** Electronics Schematic Diagrams for faults and defects.

**DETAIL OF WORK EXPERIENCES:**

Company Name **: Red Sea Housing Services Company**

Position **: Vocational Instructor**

Company Industry **: Training & Education**

Company Address : **P.O. Box 1531, 4th Street, Al-Waha District, Jubail, 31951,**

**Kingdom of Saudi Arabia**

Employment Duration: **April 26, 2016 to Present**

**Duties and Responsibilities:**

1. Reports directly to the Training manager and assumes tasks given by him in the training department.
2. Coordinates with co-employees for the tasks which uphold the integrity of the training department.
3. Maintains the company training room in proper order prior to training and after training.
4. Organizes training tools and equipment in their proper order and sees to it that these are in proper working condition at all times.
5. Makes and keeps a daily log on the daily flow of tools and equipment going in and out of the training room.
6. Ensures safety standards in the training room by proper information dissemination to the trainees.
7. Makes and keeps an acquisition report on tools and equipment that are received to be used for training.
8. Makes and keeps inventory report on tools and equipment.
9. Makes and keeps students records (grades) for transparency.
10. Delivers a competency based and output based curriculum.
11. Makes drafts and formulates curriculum which coincides with company policies.
12. Delivers training modules via smart board (Powerpoint) in accordance to the syllabus/ session plan.
13. Improves, makes suggestions for the training curriculum with the approval of the training manager.

Company Name **: SubNet Services Ltd.**

Position **: ROV Electronics Instructor**

Company Industry **: ROV Training Center**

Company Address : **7th Floor, Cyber One Building Libis Quezon City Philippines**

Employment Duration : **August 12, 2015 to January 30, 2016**

**Duties and Responsibilities:**

1. Reports directly to the Training manager and assumes tasks given by him in the training department.
2. Coordinates with co-employees for the tasks which uphold the training department to be a world class training center.
3. Maintains the ROV electronics training room in proper order prior to training and after training.
4. Organizes training tools and equipments in their proper order and sees to it that these are in proper working condition at all times.
5. Makes and keeps a daily log on the daily flow of tools and equipment going in and out of the training room.
6. Ensures safety standards in the training room by proper information dissemination to the trainees.
7. Makes and keeps an acquisition report on tools and equipment that are received to be used for training.
8. Makes and keeps inventory report on tools and equipment.
9. Makes and keeps students records (grades) for transparency.
10. Delivers training modules via smart board (Powerpoint) in accordance to the syllabus/ session plan.
11. Improves, makes suggestions for the training curriculum with the approval of the training manager.

Company Name **: Applied Materials**

Position **: Technical Trainer**

Company Industry **: Semi-conductor (micro-chip) manufacturing (Process machines)**

Company Address : **Xi’an, Shaanxi Province Peoples Republic of China**

Employment Duration: **May 5, 2013 – May 30, 2015**

**Duties and responsibilities:**

1. Train the customer engineers on PROPER SAFETY, LOTO (Lock Out Tag Out) and COHE (Control Of Hazardous Energy). It includes safety on Electrical, Mechanical, Chemical and Radiation Hazards.

2. Train the customer engineers on the FI (Factory Interface) of the ACP (Applied Centura Platform) Epitaxial Deposition micro-chip process tool/machine.

 FI or Factory Interface maintenance work includes:

> Maintenance of the FOUP (Front Opening Unified Pod)

> Alignment and Wafer hand off of the FI Robot

> Alignment of the BLL (Batch Load Lock) and SWLL (Single Wafer Load Lock) indexer.

 Buffer chamber maintenance work includes:

> Buffer chamber robot wafer hand off alignment.

> Buffer chamber robot wafer alignment.

> Buffer chamber robot wet cleaning.

> Local Center Finder alignment.

> Buffer chamber robot bearing change and O-ring replacement.

> Helium leak test.

> Rate of rise (vacuum leak) test.

> VHP Robot maintenance and calibration.

 Process Chamber maintenance:

> Helium Leak testing.

> Upper and lower lamp maintenance.

> O-ring replacement.

> Rotation motor alignment.

> Rotation motor maintenance (bellows, O-ring replacement).

> Process Kit maintenance and alignment.

> Rate of rise (vacuum leak) test.

> Process Gas exhaust line maintenance and bellows replacement.

Company Name **: The Emir’s Private Affairs Office, Technical Affairs Department** Position **: GENERAL MAINTENANCE SUPERVISOR, Doha, Qatar**

Company Industry **: Engineering**

Company Address : **Doha, Qatar**

Employment Duration: **January 29, 2009 – June 18, 2011**

**SUPERVISORY WORK**

* Reports directly to the Head of Section and Director, Maintenance department and assumes responsibilities given by the immediate superior.
* Handles and guides a team of technicians for various work requests.
* Maintains an electronic filing system and keeps proper documentation for all staff.
* Operates the computerized maintenance system of the Palace.
* Composes electronic communication/letters to superiors and palace contactors.
* Makes necessary requests, prepares papers and documents for staff in the renewal of working documents, Visas, labour cards and security identifications within the workplace.
* Assists Technicians in analysing faults in electronics/electrical system installed in the palace premises.
* Assists in the procurement of materials from company quotations.
* Assists the maintenance store for the inventory of maintenance spare parts for electronics/ electrical, air-conditioning, mechanical and plumbing.
* Assists technicians in repairing circuit boards of defective electromechanical devices.
* Receives work requests from all supervisors, foremen and technicians and enters everything in the computerized maintenance system.
* Coordinates work requests to the respective supervisors, foremen and technicians for proper distribution of workloads.
* Assigns respective technicians to different work requests as per instruction of the immediate superior or as per request of the Palace in house staff.
* Follows up the status of work requests as far as the priority is concerned. (Medium, Urgent, Very Urgent and Critical work requests).
* Coordinates with Palace in house staff with regards to the status of work requests and reassigns technicians to the work place.
* Supervises the whole staff accommodation for any snags/complaints from the staff and assigns technicians to fix all complaints (i.e. plumbing, A/C, electrical, mechanical and electronics).
* Gives instructions to supervisors and technicians for various work requests.
* Acts as secretary to the Section Head and does errands for the Director whenever the need arises.

**OFFICE WORK**

* Receives calls (work requests, technical complaints) from Palace in house staff.
* Enters all complaints (i.e. plumbing, A/C, electrical, mechanical and electronics) in the computerized maintenance system of the Technical Affairs Department.
* Receives snag lists from all Palace areas (external and internal) and enters all work requests in the computerized maintenance system.
* Coordinates with the Director of the Department and the Section Head.
* Communicates with Contractors for future Palace projects and ongoing Palace Projects for status and developments.
* Coordinates with the office of the Director for all security papers to be processed with the Emiri Guard prior to the procedure of all Palace Projects.
* Composes Letters of communications to all Contractors/sub-contractors, Internal memoranda and Office circulars.
* Keeps all records of all engineering Staff.
* Maintains all files and documents.

Company Name : **Nizwa College of Technology**

Company Industry : Education/Training

Address : Nizwa, Al Dakhliya Region Sultanate of Oman

Position : **Instructor/Trainer/Laboratory Technician**

Employment Duration : May 12, 2007 – July 2, 2008

* Reports directly to the Head of Department for all departmental communications.
* Delivers internal communications to the Dean, Assistant Dean and Department heads.
* Composes letters of communications as per instruction of the Head of Department prior to dissemination.
* Invigilates with co-employees for all competency based examinations.
* Assists lecturers in delivering competency based knowledge assessments.
* Assists lecturers (team teaching) for competency based laboratory activities.
* Assists lecturers in computation of grades/marks.
* **Assists Lecturers in Laboratory Activities in Electronics and PHYSICS 1 (General Physics) and PHYSICS 2 (Electricity and Magnetism) subjects.**
* Assists Lecturers in Laboratory activities in Instrumentation Laboratory for Mechanical and Oil and Gas students.
* Assists Lecturers in Laboratory activities in Electronic Skills for Telecommunication and Computer Engineering students.
* Gives assistance to lecturers in teaching logic circuits, prepares the laboratory prior to hands on training.
* Guides students on breadboard connections prior to PCB design and testing.
* Takes the lead role in training students in project assembly and circuit testing.
* Teaches students on how to do the process of fault analysis for semi-conductor devices.
* Gives assistance to students in understanding given projects prior to project presentation.
* Trains students in using the Express SCH software in making schematic diagram prior to PCB design.
* Trains students in making their designs for Printed Circuit Boards using the automated Express PCB software.
* Responsible for fabricating Printed Circuit Boards for students in their Laboratories using the 520 PCB Lab station.
* Responsible in training students in their Enhancement Practical Training (EPT) after their OJT.
* Makes daily reports to Head of Department regarding accomplished tasks and organizes errands for the following day

Company Name : **Great Plebeian College**

Company Industry : Education

Address : Alaminos City Pangasinan

Position : **Technical-Vocational Instructor/Trainer**

Employment Duration : June 1, 1989 – February 14, 2007

* Creates and executes a Session Plan for every skill/competency.
* Delivers competency based Training session.
* Conducts competency based assessment. (TESDA-based assessment)
* Delivers an Evidence Plan. (TESDA-based assessment)
* Creates maintenance schedule for training facilities/equipment. (TESDA-based assessment)
* Creates competency based assessment test.
* Conducts competency based Laboratory training sessions.
* Invigilates competency based knowledge exams.
* Submits grading report to the registrar’s office every after completion of major examination period.
* Delivers classroom-based and laboratory based training for theory and actual practice.
* Delivers “smart board” classroom instruction.
* Performs “Socratic” method of classroom discussion.

**This incorporates all electronics subjects – Basic Electronics, Basic Test and Measuring equipment, Electronics and Electrical Lab.**

**TRAINING AND SEMINARS ATTENDED**

**Title** : **Training-Workshop on Using MS Access for Database**

 **Management of Student Records.**

**Conducted By :** Educational Technologies Center, Nizwa College of Technology,

Nizwa, Sultanate of Oman

**Date & Venue :** Educational Technologies Center, Nizwa College of Technology,

Nizwa, Sultanate of Oman, December 30, 2007 to January 1, 2008.

**Title** : **Trainers Methodology Training Program I**

**Conducted By : Technical Education and Skills Development Authority (TESDA)**

**Date & Venue :** Provincial Office, Lingayen Pangasinan, 20 June 2006 – 23 June

2006.

**Title** : **Faculty and Staff Development Program**

**Conducted By :** Commission on Higher Education, Region I

**Date & Venue :** Great Plebeian College, Alaminos Pangasinan Philippines. August 12 & 13, 2004

**Title** : **Quality Management Systems among TVET Institutions &**

 **Implementing Technical Education**

**Conducted By :** Technical Education and Skills Development Authority **(TESDA)**

**Date & Venue :** Great Plebeian College, Alaminos City, Pangasinan Philippines.

 20 January 2006

**COMPUTER LITERACY**

 **Application Years of Experience**

1. MSWord, MSExel, MSPowerpoint 20+ years

**PERSONAL CIRCUMSTANCES**

Date of Birth : March 5, 1964

Age : 51

Gender : Male

Civil Status : Single

Height : 178 cm.

Weight : 71 kilo grams

Nationality : Filipino

Religion : Roman Catholic

**Passport Number :**

Date issued : 19 September 2012

Expiry Date : 18 September 2017

Place of issue : DFA NCR EAST