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Donesa.365219@2freemail.com

**Objective:**

Now looking to secure a challenging and rewarding career that can enhance and showcase more of my skills and knowledge.

**Personal Summary:**

**Donesa** is a competitive and skilled Operational Marine Engineer who can handle time pressured job and finish it as required per given job order. She can guarantee a quality work performance and easily adapt with new working environment. She is hard working and determined person who is looking forward to bigger perspective and venture new course/ opportunities to develop and cater to more of what she can give of.

**Educational Background**

**2005-2009** Ramon Magsaysay Memorial Colleges

 High School **(Class Valedictorian)**

**2009-2011** Mindanao State University

 BS Agricultural Engineering

**November 2015** Mindanao Polytechnic College

 BS Marine Engineering

**Professional Experience**

**RD Pilipinas Construction Corporation**

**Office Assistant, July 2013 to December 2013**

Key Responsibilities:

1. Schedule and Plan meetings and appointments
2. Responsible for the inventory of the level of supplies
3. Perform receptionist duties when needed
4. Organize office and assist my superiors of some paper works like encoding and documenting
5. Create and update records ensuring accuracy and validity of information
6. Responsible for printing and photocopying of papers/documents

**Palompon Port Authority**

**Port Facility Assistant Personnel, February 2014 to July 2014**

Key Responsibilities:

1. Carry out all orders received and ensure compliance with the Authority’s Policy Statement.
2. Observe and/or assist with carrying out Risk Assessments.
3. Efficient relaying of all radio, telephone and electronic communications relating to harbor movements and shipping requirements.
4. Compliance with the Authority's emergency response manuals and plans.
5. Responsible for overseeing the environmental performance of port users and that resulting from marine operations with areas falling under the jurisdiction of the Authority and for ensuring compliance with applicable marine environmental legislation.
6. To liaise with relevant bodies such as local authorities, public bodies and competent authorities.
7. To assist in the organization of and participate in related drills and exercises and report thereon.
8. To carry out periodical and compliance audits at ports, port facilities and on board vessels operating within the jurisdiction of the Authority.

**Medallion Transport Incorporation (Shipping)**

**Apprentice Engineer, July 2014 to August 2015**

Key Responsibilities:

1. Assist the 1st Assistant Engineer per given job order
2. Perform Engine Watchkeeping duties with the supervision of Officer on Watch
3. Perform maintenance works in the main and auxiliary machineries with the supervision of the Officer on duty
4. Maintain clean and safe working areas
5. Observe safety in all working aspects and familiarize with the safety protective equipment (PPE), fire exits, ship safety plan, hot work permits and safety procedures.
6. Should familiarize the Officer in Charge duties as preparation being the next officer
7. Should undergo in using Engine logbook and Oil Record Book
8. Should learn fuel consumption calculations and bunkering operations

**Solid Shipping Lines**

**Wiper, October 2015 to April 2016**

Key Responsibilities:

1. To obey all lawful commands and to have the training and experience necessary to fill the billet or berth for which employed.
2. To report on board at agreed times and to perform all duties in a seamanlike manner.
3. To stand engine room watches and to assist the deck crew as required
4. To carry out vessel and equipment cleaning, maintenance and painting duties.
5. To assist in loading, unloading, discharging, or receipt of any and all equipment, supplies and cargo.
6. To be thoroughly familiar with assigned duties for drills and emergencies and to report promptly the existence of all potentially hazardous conditions and to cause or effect the commencement of proper remedial or emergency actions to handle or correct the situation.
7. To maintain personal hygiene, including clothing, and keep living areas in a clean and sanitary condition.
8. To report promptly to the Master or Mate the existence of any personal medical problem or injury and to assist in the maintenance of proper order and discipline on the vessel.

**Solid Shipping Lines**

**Officer In charge in Engineering Watch, April 2016 to January 2017**

**Key Responsibilities:**

1. Engineer in charge of 8 – 12 watch
2. Responsible for maintenance of fuel and lube oil centrifuges and filters and the lubricating oil systems.
3. Responsible for maintenance of air compressors
4. Responsible for daily sounding / ullage of fuel oil bunkers and bunkering operations.
5. Responsible for power generator maintenance and overhaul and other electrical equipments.
6. Responsible for waste-heat boiler plant.
7. Responsible for the operation and maintenance of other engine room auxiliaries like FWG, Purifiers, etc.

**Certifications**

**Certificate of Competency for Officer In charge Of an Engineering Watch (Operational)**

Issued on April 18 of 2016

**Certificate of Proficiency for Ratings Forming Part of Engineering Watch**

Issued on April 19 of 2016

**Basic Safety Training (STCW)**

Issued on 17th of September 2015

**Proficiency in Survival Craft and Rescue Boat (STCW)**

Issued on 1st of March 2016

**Advanced Training in Fire Fighting (STCW)**

Issued on 11th of April 2016

**Medical Emergency First Aid (STCW)**Issued on 4th of February 2016

**International Convention for Marine Pollution (MARPOL)**

Issued on September 13 of 2013

**International Safety Management (ISM)**

Issued on June 09 of 2016

**Anti-Piracy Course**

Issued on June 10 0f 2016

**Certificate of Completion for Operational Level Course of an Engineering Watch**

**F4: Controlling the Operation of the Ship and care for persons on board at the Operational Level**

**Module 1: Ensure compliance with pollution prevention requirements**

**Module 2: Application of leadership and team working skills**

Issued on 22nd of March 2016

**Certificate of Completion for Operational Level of an Engineering Watch**

**F1: Marine Engineering at the Operational Level**

**Module 1: Maintain a safe engineering watch**

**Module 2: Operate main and auxiliary machinery and associated control systems**

Issued on 14th of March 2016

**Certificate of Completion for Operational Level of an Engineering watch**

**F2: Electrical, electronic and control engineering at the operational level**

Issued on 17th of March 2016

**Prevention of Alcohol and Drug Abuse in the Maritime Sector**

Issued on 20th day of September 2013

**Crowd and Crisis Management for Personnel Onboard**

Issued 20th of 2014

**Seafarers with Designated Security Duties and Security Awareness Training**

Issued on 5th of September 2013

**Engine Room Simulator with Engine Room Resource Management**

Issued on 1st of April 2016

**Key Competencies and Skills**

* **Computer Skills**
	+ Windows, XP, PowerPoint, Microsoft Word, Excel, Outlook, Encoding
* **Office Works** (documenting, planning and organizing)
* **Technical skills**
	+ Engine trouble shooting
	+ Welding
	+ Simple electrical wiring
	+ Tapping and gasket fabrication
	+ Operate some main and auxiliary machineries and Spare parts/ tools inventory
	+ Maintenance planning/resource allocation
* **Commendable English Communication** (speaking and writing)