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**HARLENE**

**HARLENE.372219@2freemail.com**

Language: (Hiligaynon, Tagalog, English, Basic Nihongo)

**Educational Attainment**

Technological University of the Philippines - Visayas

Bachelor of Science in Mechanical Engineering (BSME)

**Job objective**

To apply in a company that offers career enhancement and personal development and where I can utilize my diversified experience as a Mechanical Engineer.

**Core Qualifications**

* Licensed Mechanical Engineer, License Number 0091503
* Self-motivated, and eager to learn more
* Have flexibility to work for any job with
* Driven to learn and apply new ideas and skills
* Have good communications skills, focused and efficient
* Professional, hardworking and willing to undergo training and can work under pressure with minimal supervision of superiors
* High standard of computer literacy, well-versed in computer applications (MS Word, MS Excel, Power Point and AutoCAD 2D and 3D)
* Knowledgeable in reading ay kinds of measuring tools
* Knowledgeable in operating machines (lathe, grinding, drilling, shaper, etc )
* Highly trained by the University in the field of Mechanical Engineering and other aspects

**Work Experience**

**Ayala Property Management Corp. (APMC) via LBP Service Corp.**

21/F Petron Megaplaza Bldg., Makati City, Philippines

July 2016- June 2017

* Position: Property Engineer Assist the Property Manager to ensure that all equipment and facilities are in good working condition
* Conducting regular inspection, implement preventive maintenance and conduct corrective maintenance
* Prepare /review plans, estimates, scope of works for various projects
* Monitor construction works and ensure all guidelines are strictly followed. Provide project status report to Property Manager
* Conduct DCM with security, maintenance and janitorial personnel, assist in coordinating fire/earthquake drill.

**Toyota Motor Philippines**

Special Economic Zone, Santa Rosa, Laguna, Philippines

January 2013- June 2013

Position: Machine Operator - Assembly Section

* Assigned in the assembly line for Toyota Innova Model (headlight, steering, radio connection installation)
* Positions parts and subassemblies by using templates or reading measurements.
* Verifies specifications by measuring completed component.
* Maintains safe and clean working environment by complying with procedures, rules, and regulations.
* Keeps equipment operational by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs.

**Kooll Company Incorporated**

Barangay Bubog, Talisay City, Negros Occidental, Philippines

April 2012- June 2012

* Position: Trainee Observation in the manufacturing system of the company

**Deka Sales** (Warlen Industrial Corporation)

Bacolod 507 San Gregorio Village, Binalbagan, Negros Occidental

(Main)-Alijis National Road, Bacolod City,Negros Occidental,Philippines

April 2011-June 2011

Position: Trainee

* Observation in the Company

**Seminars and Trainings**

* Junior Philippine Society of Mechanical Engineers (JPSME) Seminar (2013,2014,2015)
* Renewable Energy : Biomass Energy Seminar; October 2014
* San Carlos Bioenergy Seminar; February 2015
* Taiheiyo Cement Production Seminar; February 2015
* Fluor Philippines Seminar; February 2015
* Komatsu H.R.D. Centre(Philippines), October 2014
* Cosine Industries, Inc., Operations and Maintenance Manual for LVSG, ATS and Cap bank Training, October 3, 3016
* Optimum Equipment Management & Exchange, Inc, Start-Up, Operations, and Basic Maintenance of Cummins Generator Set Training, October 2016
* Alpha Plumbing Works Inc., Operation Instruction Manual for Fire Protection Seminar, October 2016
* International Elevator and Equipment, Inc., Basic Elevator Operation Seminar, October 2016
* Grundfos, Familiarization of Fire, Jockey, Transfer and Booster Pumps, October 2016

**Educational Background**

**Technological University of the Philippines Visayas (SY 2009 - 2015)**

Capt. Sabi Street, Talisay City, Negros Occidental

MECHANICAL ENGINEERING TECHNOLOGY

(Mechanical Engineering Technician DIPLOMA)

BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING

(BS Mechanical Engineering DIPLOMA)