

**JENNYLEN**

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# SUMMARY

Electrical/Mechanical Design Engineer with more than 10 years progressive experience in project team supervision, electrical contracting, cost estimation, machine automation and mechanical design. Extraordinary ability to maintain multiple running project calculations accurately and clearly. Able to adjust work planning and pacing to meet changing customer budgetaryrequirements.

# PROFESSIONAL EXPERIENCE

### Sr. ELECTRICAL DESIGN & ESTIMATION ENGINEER, January 2014- Present

#### Design Engineer Responsibilities:

* Designing, drafting and amendment of electrical drawing as per ADDC, AADC and DEWA,requirements.
* Electrical shop drawing and as built preparation in AutoCAD in obtaining client/ consultantapproval.
* Preparation of electrical calculation, general arrangement of drawing, cable sizing and review of approval of vendor packages.
* Detail design and checks of electrical plans, single line diagrams, equipment, panels, cables, cable trays, lighting, and wiringschematics.
* Attends client meeting and technical discussion regarding shopdrawings.
* Preparation and uploading of documents for temporary connection, shop drawing, cable termination, inspection and permanent connection in thesystem.
* Preparation of project variations as per client newrequirements.
* Establish deadlines and developgoals.

#### Key Project Undertaken in Electrical Design:

* Residential Villas – 5Projects
* Al Shoiba Palace in Al Ain (21Building)
* 2 Residential Villas and Services in Al SofouhDubai
* VIP Villa in Al RheemIsland
* Camel Yard in Al WathbaSouth
* Commercial & Residential Building in Abu Dhabi Island(3B+G+4Typ+R)
* Commercial & Residential Building in Khalifa City A (3B+G+7Typ+R) – 3Projects
* Al Manara School in AlShamka
* Al Manara School in Mohamad BinZayed
* Al Reef Cooperative Corporation in Al Shahama (1 Supermarket & 114Shops)
* Warehouse Building in ICAD Plot 7A1(14 Warehouse + OfficeBuilding)
* Warehouse Building in ICAD Plot 8A1 (12 Warehouse + OfficeBuilding)
* 3 Star Hotel in Dubai AlQuoz
* 4Star Hotel in Dubai Al Quoz
* Commercial & Residential Building in Al Raha (4B+G+10TYP+R) – 2Projects

#### Estimation Engineer Responsibilities:

* Estimating costs of large and medium tenders, evaluating the tender documents, supporting in the development of estimationmodels.
* Preparation of quantity take-offs, rate analysis, pricing and budgets for the new projects andvariations.
* Develops tender cost summaries including equipment, materials and labor calculations for finalapproval.
* Reviews and generates BOQ against system drawings to ensure alignment and to identify materials types & quantities for costestimation
* Prepares specification documents to submit to vendors for quotations of cost/ price of materials and equipment and evaluate same against tender specifications to include in final tenderdocumentation

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### MECHANICAL DESIGN ENGINEER, April 2010- January 2014

* Design parts, components and assemblies to meet requirements of assignedproject
* Create CAD models, including part and assembly drawings, Bill of Materials (BOMs) to support manufacturing, testing and assembly, and support components to assist withassembly.
* Work with senior and fellow engineers in Japan and abroad to develop alternatives and options for further development of projects andproducts.
* Supports product sourcing, purchasing and selection as required by the designprocess.
* Provides technical and engineering support for day to day processing, products developments and process improvements
* Confirms system and product capabilities by designing feasibility and testing methods andproperties.
* Develops manufacturing processes by designing and modifying equipment for fabricating, building, assembling and installing components.
* Prepares product reports by collecting, analyzing and summarizing information andtrends.
* Participates in technical reviews of requirements, specifications, design andcodes.

### QUALITY ASSURANCE INSPECTOR, January 2007 - May 2008

* Conduct routine and non-routine analyses of in-process materials, raw materials, environmental samples, finished goods, or stabilitysamples.
* Complete documentation needed to support testing procedures including data capture forms, equipment logbooks, or inventoryforms.
* Participate in out-of-specification and failure investigations and recommend correctiveactions.
* Perform visual inspections of finishedproducts.
* Investigate or report questionable testresults.
* Calibrate, validate, or maintain laboratoryequipment.

# EDUCATION

***Graduate in BS ELECTRONONICS AND COMMUNICATIONS ENGINEERING Year 2009***

COLEGIO DE SAN JUAN DE LETRAN, CALAMBA, LAGUNA, Philippines

# TECHNICAL SKILLS

* In dept knowledge in Design software such as AUTOCAD, AUTODESK INVENTOR andSOLIDWORKS
* In dept knowledge of operating PLANSWIFT software (QuantityTakeoff)
* In depth knowledge of operating SAPProfessional
* Basic knowledge in ADOBEPHOTOSHOP
* Knowledgeable in MICROSOFT OFFICE like Word, Excel, PowerPoint andOutlook
* Knowledgeable in Computer Troubleshooting (Computer Reformat, Software Installation, Remove viruses and malware, Hardware upgrade, DiskPartition)
* Hands on experience in machine assembly and electricalwiring.

# PERSONAL INFORMATION

Gender: Female MaritalStatus: Single Birthdate: June 6,1985

Religion: RomanCatholic

Nationality: Filipino