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**JENYFER**

[**JENYFER.375242@2freemail.com**](mailto:JENYFER.375242@2freemail.com)

**CAREER SUMMARY**

* Robust knowledge and experience in Health Safety and Environment, Security, facilities management and food handling & services.
* Fields of expertise includes SH&E plan development, improvement and implementation; Activity Hazard Analysis and Risk Assessments; fire protection and prevention; accident prevention measures; Safety Health and Environment education and advocacy; emergency response management; client and local authority representation.
* Recognized as an aggressive, dedicated & skilled and professional to enlighten the ability of the students, dependable team player and results oriented.

**PROFESSIONAL EXPERIENCE**

**2004 - 2007-REAL LIVING DESIGN CENTER**

**Safety Officer**

* Inspect the site to ensure it is a hazard-free environment
* Conduct tool box meetings
* Is part of the project safety council and leads all efforts to enhance safety
* To Verifies that all tools and equipment are adequate and safe for use.
* Trains and carries out drills and exercises on how to manage emergency situations.
* Conducts investigations of all accident and near-misses
* Watches out for the safety of all workers and works to protect them from entering hazardous situations.
* Coordinates registration and removal of hazardous waste.

**2001-2003-CL FOLOSCO GROUP OF COMPANY (CLFG INC.)**

**Technical Assistant/under the department of information technology**

* Provide administrative assistance this may include faxing, scanning, filling, composing correspondences, data entry, making travel arrangements and ordering supplies.
* Provide technical support and technical assistants work with both internal and external customers to provide any technical support they are qualified to give.
* Technical assistants should be technically-inclined and enjoying assisting others. Their communication skills should be excellent and they must be able to multi task.

Other responsibilities:

* ADNOC/ADCO Trained Fire Warden. Ensures Guest safety during emergency by providing assistance for safe evacuation procedure as per ADNOC/ADCO HSE Requirements. Trained in basic fire fighting, H2S and breathing Apparatus safety requirements.

EDUCATION

Bachelor of Science in Secondary Education Social science, Cordillera College 2005, Philippines

CERTIFICATIONS

NEBOSH (International General Certificate)

Dubai, United Arab Emirates

Construction Safety Essentials

(13 Elements)

Philippine Society of Safety Professionals (UAE)

National Fire Protection Association

Certified electrical Safety Compliance

Binondo, Manila, Philippines

HABC Level 2 Food Safety in Catering (QCF)

ADCO, Habshan Abu Dhabi, UAE

Basic Fire Fighter Course

Baguio City, Philippines

Trained SCBA and Escape Set User

ADCO, Habshan Abu Dhabi, UAE

CL Folosco group of Company (CLFG)

Department of Information Technology

NATIONALITY

Filipino

MEMBERSHIPS

Philippine Society of Safety Professional (PSSP – UAE)

LANGUAGES

English, Filipino.

**2012 – PRESENT NATIONAL CORPORATION TOURISM AND HOTELS**

**Office Assistant/Document Controller in Fire Station under ADCO/ADNOC onshore oil and Gas Company**

* Office assistant offer ongoing support to make sure developments of a client company’s business model are handled efficiently
* Office assistant is to provide advice, assistance and training relevant to the installation, functioning and ongoing maintenance of equipment or software
* Office Sassistants are employed in a range of industries, from manufacturing to media to software development.

**2006 – 2011 – PHILGERMA MANUFACTURING INC. & TRAINING CENTER**

**VOLUNTEER FIRE FIGHTER**

* Using sophisticated Firefighting and rescue Equipments
* Promoting Fire safety via talks, advice and training session
* Inspecting and enforcing safety standards in commercial and residential properties
* Demonstrating the use of firefighter equipment
* Undertaking physical and academic trainings
* Checking and maintaining vehicles, equipment hydrants and water supplies.
* Coordinates with Ambulance and Police.
* Participation in any Drills.

**TRAINING AND CERTIFICATION**

| **Company & Address** | **Course** | **Date** |
| --- | --- | --- |
| International HSE Counsel, Dubai, United Arab Emirates | * Management of International Health and Safety (IGC 1) * Health and Safety Practical Application (IGC 3) | April,04,2015 |
| Philippines Society of Safety Professional, Abu Dhabi, UAE | * Basic Occupational Safety and Health (4Hrs) | Sept .12, 2014 |
| Philippines Society of Safety Professional, Abu Dhabi, UAE | * Basic Risk Assessment (5 hrs) | Sept. 12,2014 |
| Philippines Society of Safety Professional, Abu Dhabi, UAE  Philippines Society of Safety Professional, Abu Dhabi, UAE | * Basic Incident Investigation and Reporting Awareness * Working at Heights | Sept.26,2014  Sept. 26, 2014 |
| Philippines Society of Safety Professional, Abu Dhabi, UAE | * Basic Excavation Safety Awareness | Oct. 10, 2014 |
| Philippines Society of Safety Professional, Abu Dhabi, UAE | * Safe Plants, Tools and Equipments | Oct.10,2014 |
| Philippines Society of Safety Professional, Abu Dhabi, UAE | * Hazardous Awareness | Oct. 24, 2014 |
| Philippines Society of Safety Professional, Abu Dhabi, UAE | * Basic Manual Handling Awareness | Nov. 07, 2014 |
| Philippines Society of Safety Professional, Abu Dhabi, UAE | * Basic Fire Safety Awareness | Nov. 07, 2014 |
| Philippines Society of Safety Professional, Abu Dhabi, UAE | * Personal Protective Equipment | Nov. 21, 2014 |
| Philippines Society of Safety Professional, Abu Dhabi, UAE | * Electrical Safety Awareness | Nov. 21,2014 |
| Philippines Society of Safety Professional, Abu Dhabi, UAE | * Traffic Management Awareness | Nov. 28, 2014 |
| Philippines Society of Safety Professional, Abu Dhabi, UAE | * Confined Space Awareness | Nov. 28, 2014 |
| National Fire Protection Association  Binondo Manila, Philippines | * Certified Electrical Safety Compliance Professional (CESCP) | Sept. 25, 2008 |
| ADNOC, Habshan, Abu Dhabi, UAE | * HABC Level 2 Food Safety in Catering (QCF) | March 03, 2014 |
| Camp John Hay, Loakan Road, Baguio City | * Basic Training in Fire Fighting * Disaster Humanitarian Relief | April 02 to 2010 |
| Philgerma manufacturing Inc. and Training Center  Bued, Calasiao, Pangasinan Philippines | * Fire Fighter | January 18,2006 to March 02,2011 |
| Real Living Design Center  433 , San Fernando Street, Binondo, Manila, Philippines | * Safety Officer | From 2004 to 2007 |
| CL Folosco Group of Company (CLFG Inc) | * Technical Assistance | From 2001 to 2003  Date of issued Sept. 25, 2003 |