

**Leopoldo**

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ACHIEVEMENTS SKILLS & COMPETENCES

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## Licensed Electrical Engineer

Teamwork

Responsibility

### Philippine Professional Regulation Commission

*October 2015*

## Licensed Master Electrician

*Manila, Philippines*

Commitment to career

### Philippine Professional Regulation Commission

*October 2015 Manila, Philippines*

# WORK EXPERIENCE

## Supervisor

### Door to Door Maintenance LLC

Career Motivation

Decision Making

**TECHNICAL SKILLS**

Operating Systems used WINDOWS 10,

*07/2018 - 01/2019* *Al Qouz, Dubai*

#### 8.1,8, 7 & Xp.

*Achievements/Tasks*

Responsible for maintaining all the electrical, plumbing and AC systems of villas.

Responsible for quality control of work during and after the maintenance activity.

Responsible for estimation of needed materials for the maintenance activity per system.

Responsible for preparing all the schedules per annual contract.

Meeting with clients(owner of villas)

## MEP Site Engineer

### DMCI Project Developers Inc.

*05/2017 - 01/2018 Manila, Philippines*

*Achievements/Tasks*

In-charge for overseeing all MEP Works (Mechanical, Electrical & Plumbing).

Responsible for monitoring and ensuring systems as per compliance with approved plans, shop drawings, materials, specification, standard and schedules

Coordinate with the consultant’s representative and Site In-charge for inspection and meeting about quality problems including the closure of Non-Compliance Report.

Site inspection and co-ordination of complete MEP works for the quality and compliance on site, and for assessment of subcontractors’ billing, and arranging request for payment

Follow and maintain Company standards of Quality in accordance with Company Quality System requirements.

Planning the work and eﬃciently organizing site facilities in order to meet agreed deadlines.

Overseeing the health and safety matters on site.

#### MS-Office (Outlook, Excel, Word PowerPoint)

AutoCAD, AutoCAD 3D, Sketch up, Photoshop, Adobe Acrobat.

Building Wiring

Machines and Motor Controls

Troubleshooting

**LANGUAGES**

Filipino

*Native or Bilingual*

English

*Expert*

# INTERESTS

Business

Music

Politics

Traveling

Sports

Reading

Volunteer Work/ Community Involvement

## Production and Maintenance Supervisor

### Sonic Steel Industries Inc.

*10/2015 – 04/2017*

*Achievements/Tasks*

*Cavite, Philippines*

Plan, Organize and supervise various activities pertaining to proper utilization related to production assets, standard & non-standard products.

Maintain maintenance and production efficiency and promote improvements.

Production and maintenance activities to achieve target.

Contribute to the constant review of existing methods for potential improvements to process stability, product quality and cost.

Development of effective and reliable workforce.

Lead, Train and Guide the Team of employees.

Ensure line safety and employee welfare

Maintain supplies and consumables availability at all times

# EDUCATION

## College

### Nueva Ecija University of Science and Technology

*06/2010 – 03/2015*

*Courses*

Bachelor of Science in Electrical Engineering

## Vocational

### Provincial Manpower Training Center

*04/2011 – 06/2011*

*Courses*

Building Wiring Installation

# SEMINARS ATTENDED

**Building Electrical Works**

Construction Manpower Development Center (CMDC)

Dasmarinas City, Cavite

*February 2015*

**Motor Tests and Controls**

Construction Manpower Development Center (CMDC)

Dasmarinas City, Cavite

*February 2015*

# PERSONAL INFORMATION

|  |  |  |
| --- | --- | --- |
| **Civil Status** | : | Single |
| **Age** | : | 25 years old |
| **Nationality** | : | Filipino |