

JEAN R. TABIOLO

MECHANICAL ENGINEER

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OBJECTIVES:

I am a Mechanical Engineer seeking to put and share proven skills with people-oriented organization where I will be able to maximize my interest, skills, and education.

SKILLS

- Knowledgeable in 2D Basic CAD Design
- Can interpret construction blueprints
- Microsoft Office Proficient
- Has good understanding of all associated trades and requirement including: architecture, construction, plumbing, structural and electrical
- Supervising, organizing, planning, communicating and running trainings & workshops
- Teamplayer and has keen attention to details
- enthusiastic and efficient learner
- Knowledgeable in using SAP Software tool

PROFESSIONAL DEVELOPMENT

- Trained & Certified First Aider: Red Cross Isabel November 2024
- Safety Advocate: PASAR 4th Qtr. Recognition Awardee March 2024
- Construction Occupational Safety and Health (COSH) February 2024
- Philippines Society of Mechanical Engineers (PSME)| Isabel Chapter| Member January 2024
- Board Examination for Mechanical Engineers Passed February 2023
- Basic Occupational Safety and Health Training (BOSH) October 2021
- Completed the Electrical Safety and Preparedness, Electricity Savings Tips, Solar Electricity, COVID 19 Ventilation and Plumbing Training March 2022
- 2019-2022 Academic Scholar (VSU-Isabel)

ON THE JOB TRAINING

College- On the Job Training

Basic Occupational Safety and Health | Visayas State University-Isabel| Consafe | Virtual October 2021

- Due to Strict adherence during Covid 19 virus, Visayas State University conducted BOSH training virtually to accomplished and provide the curriculum needed for engineering student.

k-12 Immersion OJT- Receptionist

Rural Health Unit | Isabel, Leyte, Philippines | 2018

- Provided hospitality assistance to the staffs of Isabel RHU

REFERENCE

Available Upon Request

CAREER HISTORY

Field Project Coordinator

Philippine Associated Smelting and Refining Corp. | Isabel, Leyte, Philippines

| Fixed Term | October 2023 - October 2024

- Ensured safety controls are in place and implementation is continuously monitored for activities performed by contractors, maintaining field visibility in a team member role
- Ensured all workers are using appropriate tools and equipment, verifying that these are in good working condition
- Conducted Safety Interactions and ensured that contractors uses SLAM where appropriate
- Enforced strict adherence to the quality plans and methodologies of an activity
- Verified that all work scopes performed onsite are aligned to the agreed work package
- Verified material quantities used in the execution of an activity, ensuring optimal usage of resources; Understand the daily plan and ensure proper coordination with stakeholders in delivering the plan; Collaborate and communicate with area owners to advance the execution of activities in a safe and timely manner
- Identified needed work through inspections, consequently raising Work Requests to facilitate proper resource planning to successfully perform the work
- Provided timely updates and reports to the Team Leader

Project Engineer

ACOR Engineering Services | Isabel, Leyte, Philippines | Contractual | May 2023 - September 2023

- Ensured planning schedule and target timeline
- Ensure quality and quantity is aligned according to its scope of work
- Monitored workers safety performance
- Supervised workers by conducting PCOM prior to work
- Utilized materials and tools needed for the activity
- Ensured that the project is completed with no errors and within timeline
- Provided feedback to all team members and facilitated communication throughout the project cycle.
- Monitored target activities as per project plan
- Provided timely reports to the Contractor Leader and Project Leader

Virtual Assistant

Fiverr | Freelance | 2021-Present

- Provided various virtual assistance online to clients such as managing and organizing data's, set plans for travelers, create video game advertisements, online shopping, create letters, Tutoring, etc.
- Performed activity in hourly and per task
- Canva Design and Microsoft Literate
- Ensured quality of works are being followed
- Niche in Human resource and Data Management