

**WINNIE DAYNE ARELLANO CARILLO**  
**Registered Mechanical Engineer**  
**Alipasa Mahayag, Isabel Leyte, 6539**  
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## **OBJECTIVE**

The opportunity to work as a mechanical engineer for a competitive company which offers professional development as well as to further develop upon my academic training and experience.

## **SKILLS**

- Knows the basic principle of Mechanical Engineering
- Basic knowledge of design software such as AutoCAD and Rhvac
- Database knowledge of estimating/take-off software such as QuoteSoft
- Computer Skills including Microsoft Office and Oracle Application
- Ability to read and understand plans and specifications, contracts, project schedules, procurement documents, equipment submittals, progress billing, etc.
- Fast learner, critical thinker and self-starter

## **EDUCATIONAL BACKGROUND**

2013 – 2018	Bachelor of Science in Mechanical Engineering Cebu Institute of Technology – University N. Bacalso Avenue, Cebu City College Diploma
2009 – 2013	Secondary Education Doane Baptist School Sto. Niño Highway Isabel, Leyte Valedictorian
2003 – 2009	Elementary Education Isabel Central School Marvel Isabel, Leyte Salutatorian

## WORK EXPERIENCE

November 2017 – February 2018

APG Engineering Construction Company  
Cadet Mechanical Engineer (Internship)  
240 hours

- Prepares daily reports and daily inspection of the newly installed branch lines within the building
- Identifies labor and material requirement by studying blueprints, specifications, and related documents
- Computes cost by analyzing labor and material requirement.

November 2018 – January 2019

Philippine Associated Smelting and Refining Corp.  
Project Implementation Engineer  
3 months

Implementing all assigned budget and unbudgeted CAPEX projects which involves:

- CER (Capital Expenditure Request) Write-up
- Initiate PRs (Purchase Requisition) and create POs (Purchase Orders) for Capital Projects
- Preparing cost estimates for needed materials and service installation
- Writing scope of works and ITB documents
- Track and manage Capital and Project Expense
- Reports on progress and conformance to project work plans
- Manages project schedules, budgets and cashflows

May 2019 – December 2019

Calaway Heating and Air Conditioning  
HVAC Estimator  
7 months

- Responsible for determining competitive and accurate estimates to achieve margin and financial targets.
- Handle the bid from the project invite through submitting the project quote.
- Sending project plans & specifications to all required vendors as needed for pricing
- Estimate various size commercial and residential (office shell & core, tenant finish, retail centers, warehouses, etc.) HVAC projects (mostly rooftop and split system applications).
- Plan and Spec estimating with take-off software and managing multi-million dollar projects.

## **ACHIEVEMENTS**

2013 – 2014	<i>Freshman Academic Scholar</i> Cebu Institute of Technology – University
2013 – 2015	<i>Dean's Lister</i> Cebu Institute of Technology – University
2016 – 2018	<i>Aboitiz Power subsidiary Therma Visayas Inc. Scholar</i> Cebu Institute of Technology – University

## **EXTRA CURRICULAR ACTIVITIES**

2016 – 2018	Member Junior Philippine Society of Mechanical Engineers Cebu Institute of Technology – University
2017	Leader Sustainable Development Goals Quiz Bowl Event Cebu Institute of Technology – University

## **SEMINARS**

February 8, 2018	Centrifugal Pump, Jockey Pump, and Reciprocating Pump Design for Fire Sprinkler System
March 8, 2017	Introductory lecture on Ship Design (Machinery Design)
March 1, 2017	Waste and Wastewater Plumbing HVAC Fire Pro and MEPF

## **REFERENCES:**

1. Engr. Roberto P. Base, Jr.  
Chair, Mechanical Engineering Department  
Cebu Institute of Technology – University  
09228555250
2. Dr. Edwin R. Torillo, PME  
ASEAN Engineer  
2KENS Engineering & Consultancy Services  
09165062666
3. Ronnel R. Gaco  
General Manager  
Calaway Heating & Air Conditioning  
802-776-8022