

MARK AERHONE PAUL R. PALMA, ME

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OBJECTIVE

To qualify for a position as a Mechanical Engineer or in any vacant position related to my field wherein my competencies, knowledge and skills can be utilized and developed.

EDUCATION AND CERTIFICATION

September 2016	Licensed Mechanical Engineer (80.80%)
2011-2016	Bachelor of Science in Mechanical Engineering Bulacan State University City of Malolos, Bulacan
2007-2011	St. Anne's Catholic School Poblacion, Hagonoy, Bulacan
2001-2007	Panducot Elementary School Panducot, Calumpit, Bulacan

WORKING EXPERIENCE

Jul. 2022 – Oct. 2023	Globalland Property Management, Inc. Mezzanine floor, Starmall EDSA corner Shaw Boulevard, Mandaluyong City, Metro Manila
	Property Manager, Cerritos Residences Property Management Office (Sep 2023 – Oct. 2023) <ul style="list-style-type: none">• Serve as the primary point of contact for all property-related matters.• Overseeing the day-to-day operations of commercial or residential properties.• Responsible to supervise and managing other employees who help maintain the property, such as janitors and/or groundskeepers.• Conduct regular site inspections to ensure that the property is being made in a timely manner.• Assist all outside vendors with property issues.• Manage property inventory and maintain accurate records of all property transactions.• Solve all maintenance requests filed by home owners and handling any issues that arise during a tenant's stay.• Process ORs / invoices and track payments in accordance with company procedures.
	Building Engineer, Mosaic Property Management Office (May 2023 – Sep 2023)

- Planning of schedule of preventive maintenance of building equipment.
- Record water and power consumption of the condominium's common areas.
- Submit daily and monthly report to technical support group head.
- Supervise corrective maintenance conducted by in-house technician.
- Assess the complaints of unit owners.
- Implement project for continuous facilities improvement.

Procurement Engineer (Jul 2022 – May 2023)

- Handles the procurement of technical goods and services
- Evaluate RFQ sent by building engineers
- Evaluate contractor's quotations, making sure that it follows the specific details stated in the RFQ.
- Initiate negotiations for additional savings of condominium corporations.
- Creation of Abstract of Bid / Price tabulation.
- Maintain constant communication with the contractors, informing them the status of their bids.

Aug. 2019 – Dec. 2022

Global Facilities Management Experts, Inc.

Level 5, Global Spaces – Trevi, Laureano Di Trevi Tower 3, Don Chino Roces Ave., Brgy. Pio Del Pilar, Makati City

Facilities Engineer - Mechanical Works – ProActive IBU (Aug. 2019 – December 2022)

- Planning and implementation of Preventive Maintenance Service under mechanical works such as of Generator sets, Fire Protection System, Airconditioning System, Elevators, Fans & Blowers.
- Oversee the completion of Special Projects such as installation of ACUs, troubleshooting and repair works of Generator sets and Fire Protection System
- Ensure safety during the implementation of the project.
- Planning for the budget of my division

Facilities Engineer – POM IBU (May 2022 – July 2022)

- Assess POM Technicians prior for site-based deployment based on the requirements of clients.
- Coordinate working schedule for smooth manpower operations.
- Supervision and consultation for technical concerns of POM technicians.
- Monitor POM technician concerns such as insufficient salary payment, requests for uniforms / tools.
- Keeping track if the contract between the client and the company are followed in regards for POM technicians.

Aug. 2017 – Aug. 2019

Globalland Property Management, Inc.

Suite 3 & 4, Starmall Apartelle, Starmall EDSA corner Shaw Boulevard, Mandaluyong City, Metro Manila

Building Engineer, Vista Shaw Property Management Office

- Pollution Control Officer
- Witnessed all testing and commissioning of equipment during turnover from Developer to Property Management Group
- Planning of schedule of preventive maintenance of building equipment.
- Record water and power consumption of the condominium's common areas.
- Submit daily and monthly report to technical support group head.
- Supervise corrective maintenance conducted by in-house technician.
- Asses the complaints of unit owners.
- Implement project for continuous plant improvement.

Feb. 2017 – Jul. 2017

Lamoiyan Corporation

Km. 15 West Service road, South Superhighway, Parañaque City

Cadet Engineer, Manufacturing Department – Engineering Section

- Responsible for preventive maintenance and availability of the machines.
- Conduct assesment on problems and assist technician during breakdown of machines.
- Contact supplier for lead time, cost and fabrication of parts or operational needs for production.
- Implement projects for continous plant improvement.

Nov. 2016 – Jan. 2017

Frey-Fil Corporation

Km. 52 Barangay Pungo, Calumpit, Bulacan

Cadet Engineer, Heavy Equipment Division

- Planning of schedule of preventive maintenance service of plant equipment.
- Assisiting mechanics in performing repair and maintenance service of plant equipment.
- Daily walk-around inspection.
- Submitting weekly report of tasks performed by motorpool department.

ON-THE-JOB TRAINING

April 2015 – May 2015

Holcim Philippines, Inc. – Paper Bag Plant

Preventive Maintenance Department

Km. 48 McArthur Highway, Iba Este, Calumpit, Bulacan

COMPETENCIES

- Registered Mechanical Engineer
- Basic understanding about air compressor, pump, motor, truck, crane and gantry

- Knowledgeable in Mechanical Engineering principles
- Knowledgeable in Residential Building Operations and Equipment
- Proficient with MS Office
- Team player, critical thinker, with good communication skills
- Can handle pressure and deadlines inside the production
- Highly motivated, disciplined and resourceful

SEMINARS ATTENDED

June 27, 2022	1st Northern Luzon Cluster Technical Conference PSME – Fire Protection Technical Division PSME La Union Chapter Online Seminar
May 3 - 6, 2021	17 hours Disaster Risk Reduction and Management Course for Private Sector MMDRM-OCD-NCR Online Seminar
February 15 -19, 2021	40 hours Basic Occupational Safety and Health Safety Organization of the Philippines, Inc. Online Seminar
November 14 -18, 2020	40 hours Basic Pollution Control Officers Training Course Environmental Counselors, Inc. Online Seminar

PERSONAL DATA

Age:	27 years old
Sex:	Male
Date of Birth:	August 6, 1995
Place of Birth:	Calumpit, Bulacan
Nationality:	Filipino
Civil Status:	Single
Religion:	Catholic
Language:	Filipino, English

ENGR. MARK AERHONE PAUL R. PALMA
Applicant