

Jeffrey D. Canlapan

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Age : 36

Gender : Male

Citizenship: Filipino

EDUCATIONAL BACKGROUND:

Associate in Aircraft Maintenance Technology

Philippines State College of Aeronautics

June 2013 – April 2015

Bachelor of Science in Information Technology

Polytechnic University of the Philippines

June 2007 – April 2010

PROFESSIONAL EXPERIENCE & HISTORY:

Developer/Content Analyst (2011 – Present)

TELUS International Philippines

(31st Floor, Discovery Suite, ADV Ave. Ortigas center, Pasig City)

- Create, develop and manage content for organization's web presence (requires working with content management software)
- Coordinate web projects across departments
- Working with a cross-departmental team, maintain and develop the master content calendar for all web properties
- Develop/Construct newsletters and proofread all web content
- Track and report on all site metrics

- Work cooperatively with key team members, clients and vendors
- Maintain, Update and Administer the support website for www.telusmobility.com

Aircraft Mechanic (Intern) (May 2014 – May 2015)

Philippine Air Force (Col. Jesus Villamor Air Base, Pasay City)
 220th Airlift Wing | 221st Airlift Squadron
 Aircraft serviced: F-27 Fokker (Friendship) Series 200 & 500

- Conduct routine and special inspections as required by organization.
- Examine and inspect aircraft components, including landing gear, hydraulic systems to locate cracks, breaks, leaks, or other problems.
- Inspect airframes for wear or other defects.
- Maintain, clean, and repair aircraft structures, functional components, and parts such as wings and fuselage, hydraulic units, oxygen systems, fuel systems, electrical systems, gaskets, and seals.
- Accompany the supervising flight crew on flights to assist in-flight adjustments and corrections.
- Assist in documenting, archiving reported repairs and maintenance done every before and after flights.
- Communicate with the training officer to coordinate fitting and alignment of heavy parts, or to facilitate processing of repair parts.

Web Content Analyst (Nov.2007 – Oct.2010)

Emerson Electric Asia
 33/f Robinson Summit bldg., Ayala ave. Makati City

- Provide support for Emerson Process Management & PlantWeb Marketing primarily on web content design, development, update and maintenance of Intranet and Internet sites
- Work as the Web Coordinator for the European public websites and e-docs files administration.
- Manages file architecture of intranet and internet sites
- Work with staff web developers in Emerson Process Management to assure common use of templates, design guidelines, etc.
- Develop and maintain industry-based internet sites
- Process press releases and advertising communication documents as web based format

Skills

- Extensive use of HTML for the development of commercial Web sites.
- Proficient knowledge about CMS (Content Management System) and CRM (Customer Relationship Management).
- Extensive working experience in Content Management, Authoring and Publishing.
- Proficient knowledge in various Microsoft Office tools
- Extensive knowledge in Computer troubleshooting and repairs.
- Keen on details, Adaptable, flexible and able to lead.
- Sound knowledge of technicalities related to flight maintenance

REFERENCES:

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Systems Administrator

Telus International Inc.

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Software Engineer

Emerson Electric Asia.

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