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### **Career Profile:**

I have acquired my leadership skills from work experiences I had which contributed to my excellent performances in proper coordination and direct management in motivating project teams to complete all phases of projects on time. I am a fast learner, dedicated and responsible in performing my duties independently or as a team. My good communication skills helped me establish a good working relationship with my co-workers. I am a detailed oriented person and can easily adapt in a working fast face environment.

### **Professional Experience:**

#### **Wells Fargo Enterprise Global Services– Sr. Executive Facilities and Transport**

2020 – Present

- Manage Seat Allocation, Headcount Reports and Stacking Plan
- Recommend optimization and continuous improvements
- Fleet and Parking Management
- Provide direction and supervision to outsource agencies such as Housekeeping, Mailroom and Cafeteria Vendors
- Prepare Events, Logistics and Hospitality Management
- Conduct the process for improvement and cost- saving initiatives
- Create and maintain an updated trackers, reports, processes and guidelines for all administration tasks
- Asset Management

#### **Mighty and Strong (MAS) Foods Corporation – Facilities Engineer**

2017-2019

- Responsible in recommending the best allocation and utilization of office space and resources for new and current offices to improve work efficiency of employees.
- Facilitate timely renewal of government permits and other auxiliary permits such as but not limited to fire, electrical and mechanical permits.
- Conduct regular inspections and coordinates of office repairs and warehouse facilities including air-condition, equipment and machineries.
- Oversee renovation and construction of Office and Warehouses.
- Implementation of safety standards with the Plant/Warehouse Manager and HRAD Head in order to maintain safe workplace, secure and hazard free
- Fleet Management
- Perform other facilities and administrative jobs such as monthly reports, audit, inventory and monitoring.

**Santos Knight Frank - Facilities Coordinator**

2015-2017

- Assist for the overall upkeep of the site area and responsible in supervising all on site contractors to ensure their performance meet the required standards.
- Budget preparation, tracking and analysis of expenses
- Coordinate with the procurement of deliveries (supplies and equipment's)
- Supervision of project movements, including computers, boxes and etc.
- Coordinate with building administrator for various facility matters.
- Conduct regular audits to ensure on site safety procedures are in place and working.
- Review and update asset inventory and valuation under custodianship.
- Required to report IT and Non IT security incidents affecting the area of my responsibility

**Accomplishment:** Promoted to Facilities Coordinator

2015

**Santos Knight Frank – Audio Visual Support/Maintenance**

2014-2015

- Conduct regular inspection of building facilities which includes VRF units, PACU Fire Suppression System, Data Center, Lightning System and other Facility Equipment.
- Implement preventive maintenance on all equipment
- Supervise building works including project renovation, facility improvement/repair, and rectification works
- Coordinate with all accredited vendors for preventive maintenance works
- Verify all works that conforms to standard operating procedure/plans
- Prepare maintenance reports and other facility related matters
- Acknowledge AV equipment request and set-up account based on requestor requirements.

**Academic Qualification:**

Bachelor of Science in Electronics and Communication Engineering

**Computer Skills**

- Microsoft Office : Word, Excel, Power Point and Outlook
- Basic Sketch-up

REFERENCE IS AVAILABLE ON REQUEST