

JEFFERSON V. NOE, ECE

License No.: 22185

Sta. Barbara, Pangasinan, Philippines

GSM: +63 9773409540

E-Mail Address: jepjeno@gmail.com



OBJECTIVES: To be able to gain employment in a field wherein I can fully put into practice my profession of ELECTRONICS and COMMUNICATIONS ENGINEER, to grow and develop further in the chosen field.

CAREER HISTORY

BAND OF GOLD GENERAL TRADING LLC – August 1, 2012 to December 31, 2020

Band of Gold General Trading LLC is engaged in Mining Activities being a subsidiary of Bandoro Mining Incorporated in Philippines and investment thereof. They also engaged in Pest Control.

The Sales & Engineering Department is managed by qualified and experience hands providing to customers with most prompt services and personnel attention in time of execution of orders / projects to the entire satisfaction of the clients.

Position: OPERATIONS MANAGER / DOCUMENT CONTROLLER / REGISTRY EXECUTIVE - Administration and Operations Department

Job Description:

- ❖ Coordinates all activities related to the document control procedure, including technical documents and commercial correspondence.
- ❖ Input document data into the standard registers ensuring that the information is accurate and up to date.
- ❖ Generate the various document control report as required.
- ❖ Typing of documents and follow up of all needs.
- ❖ Make sure that controlled copies of latest approved documents are given to the appropriate staff, suppliers as acceptable.
- ❖ Maintain updated records of all approved documents
- ❖ Maintain the documents in the document control office under safe custody without any damage or deterioration with easy traceability.
- ❖ Maintain the files and control logs as required.
- ❖ Trained staffs and Client's Managers in terms of operation system.

Knowledgeable of:

- ❖ Spreadsheets, database, word processing and selected job specific software.
- ❖ Ability to keep clear and accurate records and reports.
- ❖ Ability to use computer and rapidly input data and retrieve records and information.
- ❖ Ability to organize work load and manage a filing methods and management techniques.
- ❖ Good communication skills.

SABCO ART L.L.C. – August 30, 2003 to October 28, 2003 and September 29, 2004 to July 30, 2012

P.O. Box 3779, Ruwi 112, Sultanate of Oman

Saco Art L.L.C. is an Excellent Grade Company where engaged in the business of providing integrated and proactive communication and entertainment solutions; complete from conceptualization through to production and execution in the fields of Advertising, Media, TV Production, Music Production and Events Management.

Position: TV PRODUCTION ENGINEER/TECHNICIAN - Video Production Department Job

Description:

- ❖ Coordinates the integration of video production and graphic design technology to produce in-house promotional materials.
- ❖ Install and operate professional broadcast studio, and related analog and digital equipment.
- ❖ Operate professional broadcast and studio equipment.
- ❖ Organize and create a digital video tape archive.
- ❖ Assist in production of multimedia projects.
- ❖ Performs routine but responsible tasks related to the daily operations of the Department.
- ❖ Supervises the work of operations Trainees.
- ❖ Coordinates and monitors the activities of production personnel during field and studio productions.
- ❖ Establishes and maintains video tape library control systems.
- ❖ Collects and enters new and updated alphanumeric e-mail messages from Weather Show Provider.
- ❖ Keeps records of equipment inventory.
- ❖ Duplicates tapes and films in response to specific requests and for playback on the government cable

- ❖ channels.
- ❖ Performs production duties to include technical directing, creating, directing field and studio productions and setting up and operating camera, lights and audio equipment.
- ❖ Checks and ensures adequate levels of video tape stock.
- ❖ Prepare the scope of works for quotation purposes.
- ❖ Audio consoles, mixers, microphones, announcer type headsets, all aspects of communications for crew, talent. Assistant director to master control in live events, back-up audio, international audio mixes, effects mixes and many others.
- ❖ Ability to fix and operate Jimmy Jib and Microdolby equipments.

Knowledgeable of:

- ❖ Principles and techniques of television production.
- ❖ Techniques of videotape editing including single and multi-source.
- ❖ Operating procedures, maintenance and various types of video production equipment and audio visual equipment.
- ❖ Filing and cataloging procedures.

UNITED BROADCAST AND MEDIA SOLUTIONS / FAST TARGET L.L.C. – July 2, 2004 to September 28, 2004
 2211449 P.O. Box 28350, Deira 2/1/57721

UBMS/Fast Target L.L.C. is a general trading company managed by an Iranian National, representing world- renowned brands in the electronics industry. Supply and distribution is the company's main business which includes digital products, professional cameras, video equipments and its related accessories, digital voice recorders as well as video editing software.

Position: TECHNICAL SUPPORT ENGINEER - Technical Support Department

Job Description:

- ❖ Helping customers solve technical issues with our widgets.
- ❖ Answering questions from customers and prospective customers about the features and capabilities of our widgets.
- ❖ Developing customer-facing documentation for broadcast equipment as needed.
- ❖ Communicating customer needs and wishes to our development and engineering works

DESTINY CABLE, INC. – May 7, 2001 to August 15, 2003 (May 7, 2001 to August 30, 2002 was under FUTURE ONE INC.)

2285 Solid House Building, Pasong Tamo Extension, Makati City

Destiny Cable, Inc. a broadband service company which provide of multimedia services in the Philippines. Bringing cutting edge technology in multimedia right into the homes of the average Filipino. They intend to pursue the multimedia business by building a seamless nationwide broadband network using state-of-the- art digital technology, both wired and wireless. They serve the public's growing need for advanced information and communication services such as high speed data communications, cable television as well as telephony services.

Position: JR. TECHNICAL STAFF - Broadcast and Post Production Department

Job Description:

- ❖ Coordinates the integration of video production and graphic design technology to produce in-house promotional materials.
- ❖ Install and operate professional broadcast studio, and related analog and digital equipment.
- ❖ Operate professional broadcast and studio equipment.
- ❖ Organize and create a digital video tape archive.
- ❖ Assist in production of multimedia projects.
- ❖ Performs routine but responsible tasks related to the daily operations of the Department.
- ❖ Coordinates and monitors the activities of production personnel during field and studio productions.
- ❖ Establishes and maintains video tape library control systems.
- ❖ Keeps records of equipment inventory.
- ❖ Duplicates tapes and films in response to specific requests and for playback on the government cable channels.
- ❖ Performs production duties to include technical and studio productions and setting up and operating camera, lights and audio equipment.
- ❖ Checks and ensures adequate levels of video tape stock.
- ❖ Audio consoles, mixers, microphones, announcer type headsets, all aspects of communications for crew, talent. Assistant director to master control in live events, back-up audio, international audio mixes, effects mixes and many others.

PSI TECHNOLOGIES HOLDING, INC. – January 15, 2001 to March 31, 2001

Electronics Avenue, FTI Special Economic Zone, Taguig City, Philippines

PSi Technologies Holdings, Inc. is an independent semiconductor assembly and test service provider to the power semiconductor market. Power semiconductor convert and control the electrical current that powers virtually every electronic device, from automotive systems, consumer electronics, computer motherboard and peripherals, electronic office equipment and industrial products to telecommunication and networking equipment. They provide the customers with a broad array of packages and services designed specifically for power semiconductors. They use their expertise in power assembly and test to benefit the customers and collaborate with them to design new power packages to address their enhanced thermal and electrical product performance requirements.

Position: PRODUCTION LINE TECHNICIAN - On Semi EG Department

Job Description:

- ❖ Clean semiconductor wafers using cleaning equipment, such as chemical baths or automatic wafer cleaners.
- ❖ Load and unload equipment chambers and transport finished product to storage or to area for further processing.
- ❖ Load semiconductor material into furnace.
- ❖ Manipulate valves, switches and buttons or key commands into control panels to start semiconductor processing cycles.
- ❖ Place semiconductor wafers in processing containers or equipment holders using tweezers.
- ❖ Set, adjust and readjust computerized or mechanical equipment controls to regulate power level, temperature, vacuum and rotation speed of furnace according to crystal growing specifications.
- ❖ Clean and maintain equipment including replacing etching and rinsing solutions and cleaning bath containers and work area.
- ❖ Inspect equipment for leaks, diagnose malfunctions and request repairs.
- ❖ Connect reactor to computer using hand tools and power tools.
- ❖ Count, sort and weigh processed items
- ❖ Inspect materials, components or products for surface defects and measure circuitry using electronic test equipment, precision measuring instruments, microscope and standard procedures.
- ❖ Maintain processing, production and inspection and inspection information and reports.

PERSONAL CHARACTERISTICS:

- ❖ Have strong communication skills and the ability to work as part of a team.
- ❖ Flexible and prepared to work long or unsocial hours.
- ❖ Maintain knowledge of both analogue and digital systems.
- ❖ Train, coordinate, assign and monitor the work of subordinate.
- ❖ Communicate effectively with co-employees and the public.
- ❖ Establish and maintain effective working relationships with supervisors, associates and the public.
- ❖ Ability to work well under pressure.
- ❖ Able to write clear and precise technical report.
- ❖ Willing to be train to cope up with the required job.

EDUCATION

COLLEGE	PHILIPPINE COLLEGE OF SCIENCE AND TECHNOLOGY <i>Nalsian, Calasiao, Pangasinan</i>
COURSE	Bachelor of Science in Electronics and Communications Engineering <i>April 2000</i>
SECONDARY	ST. JOHN'S CATHEDRAL SCHOOL <i>Zamora St., Dagupan City</i>
PRIMARY	PANTAL ELEMENTARY SCHOOL <i>Pantal, Dagupan City</i>

ACHIEVEMENTS/CERTIFICATES

REGISTERED ELECTRONICS AND COMMUNICATIONS ENGINEER
November 2000 Board Examination (License No. 22185)

REGISTERED MASTER ELECTRICIAN
October 1998 Board Examination (License No. 20050)

EXTRA CURRICULAR ACTIVITIES

2000-2001 **MEMBER** - *Institute of Electronics and Communications Engineers of the Philippines (National Chapter)*
1999-2000 **PRESIDENT** - *Student Institute of Electronics and Communications Engineers of the Philippines (PhilCST School Chapter)*
1998-1999 **MEMBER** - *Integrated Institute of Electrical Engineers (National Chapter)*
PRESIDENT (4th Year Level) - *ECE Department (PhilCST School)*
2nd VICE PRESIDENT- *Student Institute of Electronics and Communications Engineers of the Philippines (PhilCST School Chapter)*
October 1998 **REPRESENTATIVE** - *NSO Quiz Bee*
REPRESENTATIVE (ENGINEERING Department) - *Student Council*

PERSONAL INFORMATION

Date of Birth : 10 Dec 1978
Sex : Male
No. of children : 2
Passport No. : P5772665B
Date of Expiry : 09 Nov 2030

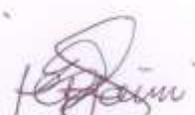
CHARACTER REFERENCES

Said Moosa Al Zadjali – Station Manager, Oman FM
GSM: +968 99373000

Yousel Al Harrasi – Administration Manager, SABCO Media
GSM: +968 99422594

Rolando Bulatao Jr. – Process Safety Engineer, ADNOC Refining
GSM: +00971 26019047 / 00971 566762258

I hereby certify that the above-mentioned information's are true and correct to the best of my knowledge and belief.



JEFFERSON V. NOE