

PEÑAREDONDO, ELY M.

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WORKING EXPERIENCE

COMPANY : BestBuilders Inc.
Unit H, 3rd Floor CVA Bldg. national Rd. Putatan, Muntinlupa City
TRADE : Asset Management
DATED : January 2023

JOB DESCRIPTION :

- Delivered focused service and support to users of asset management tools and arranged, described and preserved access to digital assets.
- Developed and maintained asset requirements in compliance with industry standards.
- Identified unique ways to organize and manage entire digital asset life cycle from creation to distribution, production and archiving.

COMPANY : 3 Seas Shipping
TRADE : Electro Technical Rating (Electrician)
DATED : November 30 to December 25, 2022

JOB DESCRIPTION :

- Install conduits to bulkhead with bracket and screws, using hand tools and threads wires through conduit to terminal.
- Performs maintenance and repair of generators, switchboard, controllers, circuit breakers, electrical motors, distribution panels, alarm and lighting system.
- Maintains electrical system maintenance, inventories, supervise and participate in the installation and/or alteration to electrical system aboard ships.

COMPANY : Matsya Shipping Lines Corp.
Seen Sam Building Nasipit Talamban, Cebu City
TRADE : Marine Electrician
DATED : February 15 2021 up to March 20, 2022

JOB DESCRIPTION :

- Install conduits to bulkhead with bracket and screws, using hand tools and threads wires through conduit to terminal.
- Performs maintenance and repair of generators, switchboard, controllers, circuit breakers, electrical motors, distribution panels, alarm and lighting system.
- Maintains electrical system maintenance, inventories, supervise and participate in the installation and/or alteration to electrical system aboard ships.

COMPANY : Free Lance Contractor
TRADE : Sub – Contractor (Electrician – Carpenter – Painter)
DATED : January 2019 – January 2021

JOB DESCRIPTION :

- Construction Contractor oversees all aspects of a construction project from start to finish.

COMPANY : BestBuilders Inc.
Unit H, 3rd Floor CVA Bldg. national Rd. Putatan, Muntinlupa City
TRADE : Project Coordinator
DATED : November 15, 2017 up to November 29, 2018

JOB DESCRIPTION :

- Coordinating project schedules, resources, equipment and information
- Liaising with clients to identify and define project requirements, scope and objectives
- Ensuring that clients' needs are met as the project evolves

COMPANY : Pampanga Block Builders Inc.
#2 Dama de Noche St. UPS 4 Bgry. Marcelo Parañaque City
TRADE : Project Coordinator
DATED : Jan 2000 up to October 2017

JOB DESCRIPTION :

- Setting goals for performance and deadlines in ways that comply with company's plans and vision
- Organizing workflow and ensuring that employees understand their duties or delegated tasks
- Monitoring employee productivity and providing constructive feedback and coaching

SEMINARS & TRAININGS

- Anti-Piracy Awareness Training – (November 28,2022)
- Certificate of Completion Basic Training for Oil and Chemical Tanker Cargo Operations w/ COP – (November 23,2022)
- Certificate of Completion Basic Training w/ COP – (July 15,2022)
- Certificate of Completion Advance Fire Fighting w/ COP – (August 8,2022)
- Certificate of Completion Medical First Aid w/ COP – (August 13,2022)
- Certificate of Completion Security Awareness Training and Seafarers with Designated Security Duties w/COP – (August 20,2022)
- Certificate of Completion Survival Craft and Rescue Boats other than Fast Rescue Boats – (July 30,2022)
- Certificate of Completion Consolidated Marpol (I-VI) – (August 19,2022)
- Certificate of Completion Certified Ship Electrician – (October 6,2022)
- Electronics Records Management (Business Coach Inc,) – (February 27,2017)
- Construction Safety Training (ZAPOHS) – (November 26,2016)
- National Certificate II Tesda (NCII – Scaffold Erection) - (August 17,2014)
- Fire Prevention & Suppression and Safety at Workplace (BFP) - (June 24,2013)
- Basic Occupational Safety & Health Training Course (BOSH-DOLE) - (February 17,2012)
- Basic Fire Safety Seminar (BFP) - (July 7,2011)

OBJECTIVES

- To develop and instill a positive attitude, self-confidence and self-motivation required of a responsible professional in handling tasks.
- To gain experience, relate and apply the theories I learned to real industrial situations and problem

PERSONAL DATA

AGE : 44 years old
SEX : Male
BIRTH DATE : November 5, 1978
BIRTH PLACE : Pasig, Metro Manila
HEIGHT : 5'5"
WEIGHT : 75 kls.
RELIGION : Roman Catholic
CIVIL STATUS : Separated
CITIZENSHIP : Filipino
FATHER'S NAME : Felicisimo P. Peñaredondo
MOTHER'S NAME : Lucilla M. Peñaredondo
CHILD'S NAME : Nick Aaron A. Peñaredondo
Nicaella A. Peñaredondo
Luke Indigo E. Peñaredondo
Lyndzee E. Peñaredondo

SPECIAL SKILLS: Computer Literate (MS WORD/EXCEL, Basic cad & sketch-up),
Driving, Construction Jobs.

EDUCATIONAL BACKGROUND

College	BALIUAG COLLEGES
Undergraduate	BS. Electrical Engineering Baliuag, Bulacan
Secondary	SAINT FRANCIS SCHOOL
1994-1995	National Hi-way, San Pedro, Laguna
Primary	SAINT FRANCIS SCHOOL
1990-1991	National Hi-way, San Pedro, Laguna

I do hereby testify that all information above are true and correct to the best of my knowledge and belief.

PEÑAREDONDO, ELY M.