

# CHARLEYS MACADANGDANG

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## PROFESSIONAL SUMMARY

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Motivated and passionate technical professional with a proven ability to quickly learn new skills and adapt to varied work environments. Committed to providing impactful contribution to a dynamic and progressive team, while continuously seeking personal and professional growth.

## SKILLS

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- Client handling
- Project management
- Safety assessment
- Monitoring and inspection
- Basic troubleshooting & repair
- Equipment handling
- Compliance management
- Inventory management
- Report Writing
- Data Collection & Visualization
- Graphic design
- Microsoft Office Suite
- Communication skills
- Utilization of other online tools
- Meeting coordination & facilitation

## WORK EXPERIENCE

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### Engineer | National Telecommunications Commission | Nov 2022 – Jan 2024

- Enforced existing radio rules and regulations on the area of assignment.
- Processed and issued licenses/permits/registrations/certifications to telecommunication services and radio operators.
- Conducted seminars for organizations and companies utilizing radio equipment in their operations.
- Engaged in onsite inspection of different telecommunication services within the region.
- Reported results of every inspection to the Office of the Director for proper remarks.
- Checked completeness of client's submission of requirements based on citizen's charter.
- Recorded new client and updated existing client's information on databases.
- Verified client's pending legal administrative case to the legal department.
- Responded to queries received from clients via SMS, email, and telephone.
- Knowledgeable in electronic equipment related to radio devices.

### General Affairs Staff (Safety) | Sumi North-Philippines Wiring Systems Corporation | Apr 2022 – Nov 2022

- Streamlined Safety Standards applicable to the company's production processes and maintenance works.
- Joined in risk assessment activities in different areas of the company.
- Provided reports necessary for countermeasures of identified risk and hazards inside and outside the company.
- Coordinated with different departments regarding upcoming meetings, events, and activities.
- Ensured strict implementation of Safety Standards during operation hours making sure of prioritizing safety all the time.
- Managed company's compliance with environmental rules and regulations to prevent violations and possible penalties from regulating bodies.
- Organized monthly safety meetings to discuss issues and possible countermeasures concerning safety, health, and environment.

### Project Engineer | Loxon Philippines Incorporated | Dec 2021 – Apr 2022

- Assessed requirements of the project that are related to the fire detection and alarm system.
- Monitored the activities of workers and the sufficiency of materials used during the installation of FDAS.
- Attended Weekly Contractor's Coordination Meeting for project updates and works ahead.
- Created reports necessary for punch listing of items observed in the work area.
- Communicated with main contractor and other trade contractor interrelated activities for smooth flow of works.
- Utilized effective scheduling to maximize onsite activities.

**Electronics Engineer** | Department of Transportation – Railways Sector | Jul 2019 – Dec 2021

- Assessed requirements of the project that are related to electronic systems.
- Reviewed terms of reference including tender documents relative to the electronic systems.
- Engaged in engineering surveys and technical preparation of plans.
- Maintained databases for tracking incoming and outgoing documents including communication letters, request for information, proposals, and other project-related records.
- Demonstrated excellent negotiation skills with other government agencies and departments, consultants, companies, and other independent and partner institutions involved in the project to ensure that the project is moving forward.
- Supported management by taking minutes during meetings, preparing agendas, and distributing meeting resolutions to participants after each session.
- Well versed in using Microsoft Teams and other communication platforms utilized for project coordination.
- Proficient with project matters regarding Signaling, Telecommunications and Automatic Fare Collection Systems of trains.
- Able to support in processing billing of the project.
- Developed positive relationships with coworkers, contractors, and consultants.

**Technical Staff** | Aliw Broadcasting Company | Mar 2019 – Jun 2019

- Worked on-air with announcers and broadcasters.
- Responsible for directly reporting to the Studio Supervisor.
- Played and recorded commercials as indicated by the traffic log.
- Inspected and maintained all broadcast equipment regularly.
- Performed scheduled preventive maintenance activities to ensure that all equipment will function properly.
- Assisted anchors in researching latest news headlines and interesting articles for their program.

**EDUCATION & CERTIFICATIONS**

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***Bachelor of Science in Electronics Engineering***

Saint Louis University | 2018

***References available upon request.***