Jelly G. Bartolome

Licensed Mechanical Engineer
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PROFESSIONAL SUMMARY

I'm a Mechanical Engineer with 10 years of experience in maintenance and facility management. Managing facilities, maintenance operation and personnel. I have an expert knowledge on the various issues and concerns in the surrounding facilities including but not limited to site maintenance, building inspection, Health and Safety, Security and managing contractors. I take responsibility and great pride to achieve the best possible solution and results at all times.

WORK EXPERIENCE

Chief Engineer Feb 2023 – August 2023
Greenmist Property Management Corporation • Pasay City, Philippines

- Plan, organize, direct, control and evaluate the operations of residential facilities
- Plan, organize and direct administrative services such as signage, cleaning, maintenance, parking, safety inspections, and security.
- Plan, organize, direct, control and evaluate construction projects to modify common areas and recreational facilities.
- Oversee the installation, maintenance and repair of property infrastructures including machinery, equipment, and electrical and mechanical systems
- Plan and manage the facility's operations budget
- Prepare or oversee the preparation of reports and statistics related to areas of responsibility
- Hire and oversee training and supervision of staff.
- Direct the maintenance and repair of an establishment's machinery, equipment, and electrical and mechanical systems
- Develop and implement schedules and procedures for safety inspections and preventive maintenance programs
- Administer contracts for the provision of supplies and services

Assistant Building and Facilities Manager Aug 2021 - Feb 2023
Information and Communications Technology Academy (iACADEMY) • Philippines

- To achieve and maintain safety and cleanliness in all buildings and facilities;
- To help iACADEMY in its overall efforts to maintain the building, its facilities and equipment;
- To help iACADEMY in its overall efforts to bring down the cost of electricity, water and preventive maintenance efforts;
- Ensure proper and judicious usage of all utilities;
- Check and monitor the physical condition, general upkeep and cleanliness of the building its surroundings and its facilities to ensure that maintenance and operation of the building equipment, systems, and processes for the overall building facility meet compliance standards;
- Coordinate and oversee engineering and maintenance activities, personnel, and resources;
- Contribute in the planning and implementation of maintenance strategies and programs to promote proactive, skilled, and comprehensive maintenance department that delivers service levels promoting optimal performance of equipment and systems meeting the needs of building operations;
- Coordinate and oversee all startups and shutdowns such as but not limited to pumps, chillers, cooling towers, and air handling unit;
- Monitor and guide security personnel ensure the safety of all students and employees;
- Coordinate with housekeeping and be able to maintain a clean environment for students and employees;
- Provides occupants with updates of electrical, water and other service outages and scheduled shutdowns;
- Develops and implements facility emergency plans;
- Perform other related duties as needed.

Maintenance Coordinator Oct 2016 - Feb 2021
Tornado Group (MEP Division) • Abu Dhabi, United Arab Emirates

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Mechanical Engineer cum Admin Executive Feb 2016 - Oct 2016
Guardian Safety and Security LLC • Abu Dhabi, United Arab Emirates

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Project In Charge (Tower D) Sep 2014 - Sep 2015
Conbuilt Engineering (CBE) • Philippines

- Responsible for effective implementation of all site works/activities and operations to meet contract obligation
- Responsible in attending site coordination meetings and assists with determination of project requirements.
- Keep the Project Manager and others informed about project status and issues that may impact client relations.
- Responsible in maintaining the proper installation at site in accordance with the approved for construction and shop drawings.
- Accountable in the efficiency of all manpower provided at project site.
- Responsible for the coordination works between project site and project management team which includes additional manpower, materials and equipment.
- Responsible in preparing daily accomplishment report and provide information about project status and issues that may impact client relations.

Facility Engineer - Anvaya Cove by Ayala Land Inc Nov 2012 - Sep 2014
Ayala Property Management Corporation (APMC) • Philippines

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EDUCATION, TRAINING AND SEMINARS

Bachelor of Science in Mechanical Engineering Jun 2007 - Mar 2012
Bataan Peninsula State University • Bataan, Philippines

Certified Facility Management Course Apr 2020 - Jun 2020
Chicago Training and Consultancy LLC • Abu Dhabi, United Arab Emirates

AUTOCAD 2010 (35 Hours) May 2010 - Jun 2010
Microcadd Institute • Philippines

Seminar and training for FDAS August 1, 2023
Vanler Construction and Trading Services • Green Residences, Manila, Philippines

Seminar for Seismic Instrumentation and Data Analytics August 11, 2023
Tekton Geometrix Incorporated • PSSC, Quezon City, Philippines

Basic Servicing and Maintenance of Air-Conditioning Units August 9, 2023
Technical Education and Skill Development Authority (TESDA), Grace Residences, Taguig City, Philippines

SKILLS

- Maintenance schedule monitoring and update using CMMS (Computer Maintenance Management System)
- Experience in Managing Teams (Supervisors/ Foreman and Technicians)
- Dealing with issues in a proactive and timely manner
- Can comfortably work in corporate and diverse environment
- Good client facing and excellent customer service
- Keen to develop new knowledge and skills
- Excellent IT skills (MS Word, Excel, PowerPoint, etc.)
- Material estimation and procurement using software (Plan swift and Buildsmart)
- AutoCAD and SketchUP 3D Design Software

PROFESSIONAL CREDENTIALS

• Mechanical Engineer - Philippines Regulation Commission - Registration No. 0078774
• Basic First Aid Training from British Industrial Inspection Services LLC
• Certified Facility Management Certification - Chicago Training & Consultancy LLC, Abu Dhabi
• Fire Fighting Training from British Industrial Inspection Services LLC
• General Safety & Construction Essential Workshop from PSSP, Abu Dhabi
• Plumbing System Design Training from Philippine Society of Mechanical Engineers-Abu Dhabi Chapter