



Marvy V. Capun-an

Mechanical Engineer

Licensed Mechanical Engineer with two years of experience seeking a challenging position in a reputable organization. Motivated and detailed-oriented professional with a strong technical background. Dedicated to delivering innovative and efficient solutions.

Contact

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Email

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Address

Bacolod City, Philippines

Date of birth

May 05, 1997 26 Years Old

Passport Number

P5372426C

Education

2014 - 2020

Bachelor of Science in Mechanical Engineering

Technological University of the Philippines - Visayas

Expertise

- Highly collaborative team player
- Superior problem-solving skills and math capabilities
- Effective verbal and written communications skills
- Creative and analytical thinker
- Project Management

Language

English

Tagalog

Experience

2021 - Current

Malogo Agri Ventures Corporation | Silay City

Maintenance Supervisor / Safety Officer

- Supervises maintenance workers and contractors.
- Sets the shift schedule and assignments.
- Orders tools, supplies, and equipment.
- Responds to maintenance requests.
- Leads safety inspections at worksites.
- Perform maintenance work as needed.
- Evaluate worksites to determine necessary maintenance work.
- Escalates issues to management and recommends solutions.
- Ensures the team follows company policies and procedures.

2020 - 2021

Merchant Service Center | Bacolod City

Lead Generator

- Make outgoing calls to develop new business.
- Direct email marketing to key clients and prospects.
- Conduct customer research.

2019 - 2020

Upwork | Work from home

Data Entry Specialist | Virtual Assistant

- Transfer data from hardcopies of data into computer files or database systems.
- Encode data directly from consumers or clients.
- Identify and correct errors in data entry.
- Manage and organize notes and documents.

References

Felix N. Viduare

Transmission Line Manager,
NGCP

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Niel J. Sorre

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NGCP

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