

JOHN PAUL M. MANZANO

LICENSED MECHANICAL ENGINEER

Seeking a challenging engineering position where I can apply my freshly acquired skills and knowledge, contributing to innovative projects while further developing my expertise in Mechanical Engineering field. Eager to leverage my academic achievements and hands-on experiences to make meaningful contributions to a dynamic and collaborative team.



EXPERIENCE

September 2020 - January 2022

ZAPOHS Consultancy Services (Hann Casino Hotel)

SAFETY OFFICER 2

- Doing incident/accident reports, daily finding reports, minutes of meeting and monthly report
- Giving orientation for newly hired workers
- Enforcing strict compliance on our daily and walkthrough findings
- Compiling all the safety and health documents from the contractors
- Submitting WAIR, minutes of meeting and monthly report to DOLE

May 2022 - September 2022

Teletech Philippines

CUSTOMER SERVICE REPRESENTATIVE

- Handle customer complaints, provide appropriate solutions and alternatives within the time limits
- Keep records of customer interactions, process customer accounts and file documents.
- Follow communication procedures, guidelines and policies.
- Take the extra mile to engage customers.

March 13, 2023 up to Present

China ComService (WM GAPAN Solar Project)

PROJECT MANAGER

- Develops project objectives by reviewing project proposals and plans and conferring with management.
- Determines project responsibilities by identifying project phases and elements,
- Controls project plan by reviewing design, specifications, and plan, scheduling changes, and recommending actions.
- oversees all aspects of an assigned project, including planning, budgeting, and logistics

CONTACT



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Pampanga

EDUCATION

2015 - 2020

Don Honorio Ventura State University (DHVSU)
Bachelor of Science Major in Mechanical
Engineering

TRAININGS AND SEMINARS

- AutoCAD 2018 with Fusion 360, 2D, 3D. Rendering Plotting AutoCAD (75 hours)
- Construction Occupational Safety and Health (COSH - 40hrs)
- On the Job trainee at Subiccon Corporation (90 hrs)
- Tool Safety Training
- World Day for Safety and Health
- Basic Design of Gas Fire Suppression for critical facilities
- Internal Combustion Engine Seminar
- Orientation on Plant Safety

SKILLS

- Proven leadership skills and ability to motivate
- Proficient in all MS office softwares
- Reliable and motivated
- Excellent in written and verbal communication skill
- Detail oriented
- Problem solving skills
- Ability to work independently or as part of a group
- Ability to work under pressure
- Efficient interpersonal skills
- Computer literate

Character references available upon request

I hereby certify that all the information and/or statements in this application, the exhibit submitted in support, thereof are all true and correct to the best of my knowledge