

# Felipe Poloso Jr

## Mechanical Engineer

Goal-orientated and experienced Mechanical Engineer with solid understanding in manufacturing equipment maintenance, facility and property management. With excellent multitasking, planning and organizational skills. Prepared to bring knowledge developed over 12 years of experience in the field to a challenging new role.



## Work History

2022-06 -  
Current

### Property Manager

*Anchor Land Holdings Inc. / MPMC*

*Makati City, Philippines*

- Oversees the daily operations of the condominium buildings such as Maintenance, Housekeeping and Security and ensured the implementation of the condominium rules & regulations and policies.
- Responsible in managing financial matters, monitoring of revenue & expenditures of the property and ensures that these are in line with the annual budget.
- Prepares Annual Operation and Capital Expenditure Budget.
- Ensures that all maintenance programs for the equipment and facilities of the property are executed as per schedule to minimize equipment downtime.
- Maintaining good public relations with clients, owners and tenants.

2017-05 -  
2022-06

### Building Facilities Engineer

*Anchor Land Holdings Inc. / MPMC*

*Makati City, Philippines*

- Responsible for correct operation of physical plant and all engineering facilities of entire property in accordance with established policies and procedures, maintenance program and operation schedule.
- Responsible for keeping accurate operation logs



## Contact

### Address

Taguig City, Philippines  
1630

### Phone

+639194645607

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## Skills

Property management  
Budgeting  
Building operations  
Equipment maintenance and repair  
Scheduling  
Technical troubleshooting  
Subcontractor management  
Management and Technical Reporting

according to established policy and procedure.

- Responsible for correct execution of established maintenance program of the project.
- Responsible for all necessary facilities and equipment repairs in the project ensuring maximum utilization and minimum breakdowns of the equipment.
- Supervising multi skilled building technician to their assigned duties and responsibilities.
- Creates weekly and monthly maintenance report regarding building facilities and equipment's.
- Initiate project improvement and energy conservation project related to building facilities.
- Responsible for all DENR permits and compliances as Pollution Control Officer of the Project.

2015-11 -  
2017-05

### **Maintenance Engineer**

*Panasonic Manufacturing Philippines Corporation,  
Laguna*

- In-charge in maintaining machines and facilities inside the production line and supervise maintenance technicians in performing maintenance activities.
- Established maintenance program and schedule to maintain the effectiveness of the machineries
- Design and recommends equipment modification and upgrade to maintain or increase the efficiency of the machines.
- Create / Update maintenance documents such as machine maintenance manual, yearly maintenance schedule chart, machine repair reports and corrective/preventive action plan.
- Conduct training/orientation on production personnel about proper operating procedure of the machineries and safety measures.

2010-03 -  
2015-11

### **Preventive Maintenance Technician**

*Amkor Technology Philippines, Inc., Muntinlupa*

- Executes maintenance activities and machine set-up / conversion on assigned equipment and to keep such manufacturing equipment

available for production use at all times. Ensures that equipment performance and reliability is maintained at its optimum level at all times.

- Assists in the monitoring, maintenance and review of equipment performance records such as equipment history, equipment trouble records, equipment pm records, tcm, spc records, etc., and ensures the integrity and quality.
- Recommends equipment performance improvements through equipment or process modifications and upgrades.
- Coordinates with manufacturing and the different manufacturing and maintenance support groups on implementing the different preventive / planned maintenance activities.
- Prepares and monitors the repair and maintenance cost performance of assigned equipment and recommends appropriate control measures to achieve desired results.
- Responsible for the equipment spares and logistics tracking and monitoring of assigned equipment / module.
- Performs other functions as may be assigned from time to time by superiors.



## Education

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2011-05 -  
2014-06

### **Bachelor of Science: Mechanical Engineering**

*Technological University of The Philippines - Taguig, Philippines*

2007-05 -  
2010-06

### **Associate of Applied Science: Mechanical Engineering Technology**

*Technological University of The Philippines - Taguig, Philippines*



## Certifications

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Licensed Mechanical Engineer