SHIELA MARIE MANALAYSAY PARAS

15-9 Lao Drive Holy Angel Village Phase 2
City of San Fernando, Pampanga
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Objective:
Seeking for a position to utilize my skills and knowledge as an Electronic Engineer based on my performance in the leading organization.

Personal Data:
Birthday   : February 18, 1998
Birthplace   : San Fernando, Pampanga
Age   : 26 Years Old
Religion   : Catholic
Civil Status   : Single
Languages   : English, Tagalog, Kapampangan

Education:
Tertiary   : Holy Angel University, Angeles City
                 BS in Electronics Engineering
                 (2014-2019)

Recognition/Awards:
- CHED Scholar (2014-2019)
- Dean's Lister (2014-2019)
- Licensed Electronics Engineer (Date Passed: October 25, 2019)
- Licensed Electronics Technician (Date Passed: October 25, 2019)
- Most Outstanding Performance in UCG (June 26, 2020)
- APM Top Performer in TPG Telecom (January 2022 – November 2022, January 2023 – July 2023)

Special Skills:
- Good Communication and Writing Skills (English and Filipino)
- Basic Computer Software Systems (MS Office)
- Engineering Software Systems (AutoCad 2D, Bluebeam, Dev C++, MATLAB, Proteus: PCB Design and Simulation Software, Multisim, Cadence Design Software, Arduino, Cisco Packet Tracer)

Trainings:
- Python Programming Training
July-August 2023 (TOP ECE Review Center)

- On the Job Trainee
April-May 2018 (PLDT Clarktel)

Work Experiences:

• Design Engineer & Completions Coordinator
MVP Asia Pacific, Inc.
January 20, 2020 – April 02, 2021

o   Creates pre-survey pack based on orders of clients.
o   Checks survey done by contractors based on their redline and photos.
o   Designs fiber route maps and single line diagram for FTTP programs based on Australian standards.
o   Ensuring the network connectivity from the service provider to the premise.
o   Analyze customer needs and determine electrical system requirements, capacity, and cost to develop a system plan
o   Assessing the quality of the network built based on Australian standards.
o   Preparing AsBuilt packs which involves the use of AutoCad to be submitted to the client.
o   Read OTDR files whether connection is passing or failing.
o   Coordinate with Field Supervisors, Project Managers and Contractors for any technical queries to ensure quality of the built.
o   Create Bill of Quantities, Bill of Materials, Work Orders and Invoices for every design/construction plan.

• Assistant Project Manager & APM Team - Trainer
TPG Telecom
April 05, 2021 – December 01, 2023

o   Initial checking of AsBuilts and Invoices provided by Contractors in compliance with the TPG standards.
o   Prepare handover packs and ensure the correct naming convention and labelling standard for ISO certification.
o   Read OTDR files whether connection is passing or failing.
o   Coordinate with Project Managers and Contractors for any technical queries to ensure quality of the built.
o   Coordinate with the Finance Team with regards of payment of contractor's invoice/s.

o   Train newly hired assistant project manager. Discuss the workflow, standards, output and evaluate their performance during the training process.

•Engineering Support Officer/Project Manager
TPG Telecom
December 04, 2023 – Present

o   Communicating with customers regarding order details. Requesting necessary documents such as floor plan (if available) and site photos.
o   Creating cable plans or requesting survey to contractor.
o   Seeking approval from building managers and customers regarding the proposed installation.
o   Requesting Scope of Works to the design team.
o   Awarding job to contractors and reviewing their quote to raise a purchase order.
o   Arranging access and obtaining necessary access details for contractors.
o   Instructing contractors whenever troubleshooting occurs during an installation.
o   Entertain variation requests from contractors. Checking whether valid or not.
o   Monitoring completion of installation and preparing of certificate of project completion.

Seminars Attended:
• IR4.0 at the Centerpoint - Day 1 (Automated Mobile Robots and The Role of A.I. and Collaborative Robotics in Industry 4.0)
IECEP Central Luzon & SG Chapters' Webinar Series - January 15, 2021
• IR4.0 at the Centerpoint - Day 2 (Swarm Intelligence and Securing the Network Infrastructure as Part of the Business Continuity)
IECEP Central Luzon & SG Chapters' Webinar Series - January 22, 2021
• IR4.0 at the Centerpoint - Day 3 (IoT: Concepts, Construction & Control and The SMART City Initiative: A gateway to the New Normal)
IECEP Central Luzon & SG Chapters' Webinar Series - January 29, 2021

Character References:
•Engr. Christian G. Santos
 MVP Asia Pacific Inc. – Network Designer
 0945-250-5262
 christiangabayan.santos@gmail.com

•Engr. Kelvin Gueco
 TPG Telecom – Assistant Project Manager
 0947-280-7336
 kelvgueco6@gmail.com

• Estephen Ross Cuarteros
 Dyson Electronics Pte. Ltd - IT Project Manager
 0956-927-4736