

Beleno, John Mark D.



#071 Emilio Aguinaldo St., Poblacion,
Padre Garcia, Batangas
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belenojohnmark27@gmail.com

SKILLS

- Fluent in oral and written English and Filipino
- Computer Literate
- Skilled in Windows Powershell, Visual Basic 2013, NX Cad 8, and Microsoft Office
- Adaptable team player who excels at building trusting relationship
- Fast - learner, highly motivated with minimum supervision
- Tolerate and flexible to diverse Challenging situation
- Highly analytical with strong decision-making skills
- Willing to undergo training and seminars to widen my skills

PERSONAL DETAILS

Gender : Male
Age : 27 years old
Height : 5'4
Weight : 62 kls.
Marital Status : Married
Date of Birth : September 27, 1995
Nationality : Filipino
Religion : Roman Catholic

FIELDS OF INTEREST

Programming
Drawing Software
Hardware
Electrical and Electronics
Automotive
Database

CERTIFICATION

Electrical Installation and Maintenance NCII
February 2017

Basic Occupational Safety and Health
December 2020

Objective

To be part of your productive company and to find exposures that will help my career development as well as enhance further my skills, experience, and knowledge.

Education

Tertiary: Bachelor of Science in Computer Engineering
Lipa City Colleges
2013-2018

Secondary: Holy Family Academy
Banaba, Padre Garcia, Batangas
2008-2012

Elementary: Holy Family Academy
Banaba, Padre Garcia, Batangas
2002-2008

Awards

Robotic Skills Competition 2018
CCNA Routing and Switching: Introduction to Networks
Committed Award 2018
Top 3 Hardware
Unique Award
Safety Officer II (2020)
Safety Officer III (2023)
Best Quality Improvement Award(2023)

References

Ms. Aileen Esguerra
EA/QA/Planning Supervisor
0999-429-2452
CANON BUSINESS MACHINES (PHILIPPINES), INC.

Mrs. Ma. Crizelle Barte Castillo
Former EA/QA Supervisor
0977-384-9200
CANON BUSINESS MACHINES (PHILIPPINES), INC.

Mr. Jorge Vouchard Orense
Former Electrical Analysis/Engineer II
CANON BUSINESS MACHINES (PHILIPPINES), INC.
0999-690-2953

Mr. John Alfred Andal
Former Innovation Engineer II
CANON BUSINESS MACHINES (PHILIPPINES), INC.

TRAINING ATTENDED

On - The - Job Training Experience

TELETECH Lipa
Level 2 and 3, Robinson's Place Lipa, J.P Laurel Highway, Lipa City, 4217 Lipa (Batangas)
June 2017 to July 2017

Basic Occupational Safety and Health

Canon Business Machines (Philippines), Inc.
2020

Loss Control Management System

Canon Business Machines (Philippines), Inc.
2020

Job Band Based Training

Canon Business Machines (Philippines), Inc.
2020

Training Within Industry - Job Safety

Canon Business Machines (Philippines), Inc.
2020

Electrical Installation and Maintenance

Canon Business Machines (Philippines), Inc.
2020

Problem Solving and Decision Making Skills Training

Canon Business Machines (Philippines), Inc.
2019

Training Within Industry - Job Instruction

Canon Business Machines (Philippines), Inc.
2019

IT Literacy Training

Canon Business Machines (Philippines), Inc.
2019

SEMINAR ATTENDED

5th EdukCircle Convention on Engineering and Technology Education

2018

Career Goals: Creating Impressions, Making Connection

Lipa City Colleges

2018

WORK EXPERIENCE

CANON BUSINESS MACHINES (PHILIPPINES), INC.

Electrical Analysis and Innovation/Engineer II
March 18, 2019-Present

RESPONSIBILITIES

- Confirm the target value as the policy of the department and grasp one's responsibility.
- Check daily quantity result and efficiency management.
- Analysis and repair of the defective units that detects in ICT, FCT.
- Solve a problem that occur to ICT and FCT.
- Solve a problem while cooperating with other engineers.
- Carry out HO-REN-SO and communication with the manager
- Maintenance of machine in a daily, weekly, and monthly basis.

ORGANIZATIONAL AFFILIATIONS

CBMP Safety and Health Committee

Canon Business Machines (Philippines), Inc.
2019-Present

CBMP Information Security Committee

Canon Business Machines (Philippines), Inc.
2022-2022

Computer Engineering Association (CpEA)

Lipa City Colleges
2012-2018

Association of Computer Engineering Student (ACES)

Lipa City Colleges
2017-2018

JMY Male Choir Member

Most Holy Rosary Parish Padre Garcia, Batangas
2015- Present

I hereby certify that the above information are true and correct to the best of my knowledge and belief



John Mark D. Beleno
Applicant