

CURRICULUM VITAE

MONARCH R. VILLELA

Blk18 Lot 5 Camia st. Villa Adelina 2 Brgy. Pulo
Cabuyao city, Laguna
(63) 956-1453595;
monarch.v@yahoo.com



OBJECTIVE

To function as a key contributor to the goals and objectives of your organization where knowledge and skills in Aviation and manufacturing may be utilized and eventually establish opportunities for career advancement.

WORK EXPERIENCE

COLLINS AEROSPACE

Lot 18, 3rd Street, First Philippine Industrial Park, Tanauan City,
Batangas 4232 Philippines

December 03 2018 – December 07 2022

Material Engineer

- Responsible of testing and evaluating the performance of raw materials used in manufacturing.
- Investigating incidents of material failure
- Responsible for exploring environmental impact of different materials.
- Plan and implement manufacturing standards for the purpose of fabrication procedures that meet cost, product specification, and performance standards.

PATTS COLLEGE OF AERONAUTICS

Lombos Ave., San Isidro, Paranaque City
Basic Engineering Sciences Department

June 2010- October 2018

College Instructor II

- Prepares and delivers lectures to undergraduates and/ or graduating students on topics such as Aircraft Systems, Aircraft Structures and Repair, Aviation Safety, Aircraft Propeller, Aircraft Materials and Processes, Basic Helicopter, Air Navigation and Meteorology, Engineering Economics, Engineering Mechanics, Aircraft Powerplant (Reciprocating and Gas Turbines), Algebra, trigonometry and Calculus.
- Responsible in maintaining student attendance records, grades, and other required records.
- Keeps abreast of developments in the field by reading current literature, talking with colleagues, and participating in professional conferences.
- Responsible in preparing course materials such as syllabi, handouts and other instructional materials.

- Initiates, facilitates, and moderates class discussions.
- Trained to plan, evaluate, and revise curricula, course content, and course materials and methods of instruction.
- Compile and administer grade examinations and evaluates student work.
- Supervise students' laboratory work.
- Other duties include participating in school and community events, act as adviser to some student organization and advising students on academic and career matters.

ZEST AIRWAYS INC.

April 2009-February 2010

Domestic Road, Pasay City
 Airport Services Department
 Customer Service Agent/Ramp Agent

- Competent and maintains airline policy of safety and service.
- Ensures that all requirements and procedures are performed in a proper and timely manner.
- Trained to operate machinery/equipment to move baggage, cargo, to and from the destined aircraft and guide the aircraft in and out of the terminal through communication with pilots.
- Responsible for proficiently maintaining safety and security on the ramp.
- Escorts passengers and customers with special needs in a very courteous manner.
- Accountable in making sure that all luggages are sent to the right aircraft.
- Responsible in servicing aircrafts and ground equipment as needed.
- Skilled in responding proactively to prevent customer service complain situations.
- Accountable in supervising loading/unloading and sorting freight and baggage.
- Responsible in monitoring activities around the aircraft (refuelling, servicing and maintenance checks).
- Other duties include passenger assistance, staying in touch with ground staff and flight crews and making sure that the plane is secured.

SEMINARS & TRAININGS ATTENDED

- | | |
|--|--------------------|
| SAEP National Convention | January 21, 2017 |
| • Held in Acacia Hotel, Alabang, Muntinlupa | |
| Ramp Operations and Basic Line Maintenance Seminar | December 11, 2016 |
| • Held in Best Western Hotel La Corona Manila | |
| Reliability Control Program Seminar | November 26, 2016 |
| • Held in Best Western Hotel La Corona Manila | |
| Airbus A320 Systems Overview Seminar | October 09, 2016 |
| • Held in Best Western Hotel La Corona Manila | |
| Faculty Development Seminar on Sexual Harassment in the Workplace
And Gender Equality and Sensitivity | September 03, 2016 |
| • Held in PATTS College of Aeronautics | |

Faculty Development Seminar on Higher Education directions and Ethics	August 20, 2016
• Held in PATTS College of Aeronautics	
Faculty Development Seminar on Literacy Management	February 25, 2016
• Held in PATTS College of Aeronautics	
Faculty Development Seminar on Legal and Labor Impacts of K-12 the Faculty of Higher Educational Institutions	February 25, 2014 to
• Held in PATTS College of Aeronautics	
Faculty Development Seminar on Leadership through Innovation and Transformation under the new Philippine Education System	August 26, 2013
• Held in PATTS College of Aeronautics	
A318/A319/A320/A321 (CFM56) General Familiarization	May 23-27, 2011
• Held in Lufthansa Technical Training Center Philippines	
Airbus A340 Service Check 2 handling	September 04, 2010
• Held in Island Cove Hotel and Leisure Park	
SAEP National Convention	December 2006, 2007, 2008, 2013

EDUCATION

PATTS College of Aeronautics Lombos Ave., Paranaque City <i>Bachelor of Science in Aeronautical Engineering</i>	2003-2008
San Roque Catholic School Montillano St., Alabang Muntinlupa • High School Diploma (March 2003)	2001-2003
Liceo de Los Banos Los Banos, Laguna, Philippines	2000-2001

PERSONAL INFORMATION

Born on May 28, 1986 in Alabang, Muntinlupa, Philippines. Speaks fluent English and Filipino. Skilled in typing and driving. Computer Literate (MS Word, MS Excel, Power Point), Fast-learner, knowledge in aircraft maintenance, experienced in manufacturing practices and material testing and qualifications. attentive to details, people-oriented.

REFERENCES

Available upon request.

This is to certify that all information stated are to the best of my knowledge, true and correct.

Monarch R. Villela