

MICHAEL ALBERT VELO

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SUMMARY PROFILE

12 years of combined experience in Electrical & Facility Maintenance, Health Safety Environment & Quality (HSEQ) and Business Management. Acquired Occupational Safety Health Environment & Quality (OSHEQ) certifications. Implemented Safety integrating LEAN Tools and Business Metrics to boost productivity. 2 years Industrial Experience in the Semiconductor Manufacturing and Power Generation Industry. Registered Electrical Engineer 2008 (License 042672) with Bachelor of Science in Electrical Engineering 2006, Saint Louis University, Philippines.

WORK EXPERIENCE

July 1, 2010 - October 30, 2018 **Bravehearts Martial Arts Institute, Inc., Baguio City Philippines, www.braveheartsinstitute.com**

ELECTRICAL MAINTENANCE TECHNICIAN

July 2016 - October 2018

Conformed to the National Code compliance & optimized floor plan, blueprints & schematic diagram specifications. Ensuring Facility Safety assessing systems and suggest modifications to prevent future issues on existing wiring, equipment lifespan, fixtures and electronic components at 100-240VAC 50-60Hz rate. Inspections and testing of circuit breakers, outlets, power supply wires, computer cables, jacks & plugs, communication lines, lighting, control systems, AC & CCTV.

- Reading electrical layout, design drawing & blueprints. Maintenance using standard hand tools (wrenches, screwdrivers & hammers), Power tools (drills, saws), Electrician tools (wire cutters, clamps, pliers) and testing devices (multi-tester).

HEALTH & SAFETY ADMINISTRATOR

November 2012 - June 2016

Successful Prevention and elimination of injury & illnesses to employees and clients using Risk Assessment (RA). Compliance to government safety regulations and industry standards. Inspecting and monitoring all 4 branch locations to minimize & eliminate hazards during business operations aided with Job Hazard & Risk Analysis (JHRA) and Audits.

- Have combined Safety & Lean Programs such as 5S, Why-Analysis, Work-In-Process (WIP). Designed training & developed measures to provide safety awareness: "SAFETY FIRST"

CHIEF OPERATING OFFICER

July 2010 - October 2012

Oversee operations and procedures of the company. Designed & implemented business operations: policies, work efficiency, sustainable growth, core value, culture and vision. Compiling the company's budget, employee salaries, benefits & employee value.

- Have introduced Business Improvement Metrics: Root Cause Analysis (RCA), Value Stream Mapping & "Kanban".

August 16, 2009 - June 30, 2010

United Pulp & Paper Company, Inc. Calumpit Bulacan, Philippines, www.uppc.com.ph

PROCESS & CONTROL ENGINEER

November 2009 - June 2010

Field and control room operations with High Voltage Distribution Systems for coal fired boiler with a complex network of Programmable Logic Control (PLC) devices. Steam & power generation operations using Distributed Control System (DCS) on a CFB Boiler & Turbine/Generator (30MW). Maintained yield efficiencies, Power demand & ensured Total Productivity Management (TPM) using Statistical Process Control (SPC) for boiler improvement. Troubleshooting and checking abnormalities of different electromechanical parts.

ELECTRICAL AND INSTRUMENTATION TECHNICIAN

August - October 2009

Sustained Preventive Maintenance and inspections on the field. Conducted repairs on Relay & Circuit Breaker, transmitters, pump drives, check-valves and actuators using thermal temperature devices. Performed troubleshooting of Instrumentation & Control equipment and motor-controlled devices. Overload & Short Circuit protection implementation with Ground Fault Circuit Interrupter (GFCI).

- New Equipment installation & upgrades Project. Achieved environmental benefits & financial feasibility by: Insulation improvement of the boiler shell/wall through excellent housekeeping; Motor/Installation of variable speed drive (VSD) motors for deaerator pump, heavy fuel oil pump, mill water pump by equipment modification; and Electrical Lighting/Replacement of 40-watt fluorescent lamps with 36-watt fluorescent lamps for illumination.

April 3 - June 17, 2009

Texas Instruments Philippines Incorporated, Philippines 2600, www.ti.com

TEST SUPERVISOR APPRENTICE

Supervisory role ensuring manpower support to manufacturing to reach production targets. Ensuring quality testing & Equipment Utilization Efficiency (EUE). Responsible in escalating production issues on the production line to Maintenance Engineers & technicians, Product Support Groups, Product & Process Engineers, QA/QC and upper management.

- Acquired training on: Cleanroom Certification, Automatic Test Equipment (ATE) Fundamentals, Root Cause Corrective Action (RCCA), Error Correction Procedure, Energy Savings in Pneumatic System, and Electrostatic Discharge (ESD).

June 1, 2007 – March 31, 2009

Bravehearts Taekwondo & Martial Arts Training Center, Baguio City Philippines

MANAGER

Directed all operational aspects ensuring efficient operation on a day-to-day basis to achieve results. Hands-on implementation of strategies bringing workplace to achieve experience design and business development.

- Lean strategies implemented: “Kaizen” Discipline; Data Collection & Analysis Tools; “Catch-ball” Session & Plan Do Check Act (PDCA) Cycle. Boosted 12% increase in quarterly productivity with a 1:25 staff-client ratio and cost cutting of expenses down to 10% per month. Automated the collection of data with Data Analysis Software program for trending resulting from 30% to 55% retention rate of clients semi-annually based on customer service evaluation.

April 2006 – May 2007

Cypress Manufacturing Ltd. General Trias Cavite, Philippines, www.cypress.com

TEST PRODUCT ENGINEER

August 15, 2006 – May 30, 2007

Tasked to evaluate & support Backend in improving Yield, Quality Control and Cost Reduction (Dollar Loss Impact). Simplified Test Process Flow with the use of Automated Test Equipment (ATEs) - Testers and Handlers. Trained and supervised team members to meet established standards in analyzing information, data entry management, innovation and integration of new testing process methodology.

CADET ENGINEER

April 3, 2006 - August 14, 2006

Responsible in Sustaining the End of Line (EOL) Process Flow Operation as Operator-Technician. Responsible in new equipment hook-up, Load Board repair during machine conversion, calibration and preventive maintenance (testers, sockets, pogo pins, and cable conditions) ensuring compliance to housekeeping and safety in the workplace.

- Acquired Lean Semiconductor Manufacturing training: Production Area Housekeeping Procedures, Standards of Conduct and Safety guidelines on a Workplace, Turbo C programming & MATLAB Applications, Failure mode and effects analysis (FMEA) Fishbone Diagram, Why-why Analysis & Pareto Chart, Total Quality Management (TQM), Over-all Equipment Efficiency & Utilization (OEE/OEU) and Design of Experiment (DOE).

STRENGTHS & QUALIFICATIONS

- Good **LEAN Manufacturing Principles** and **Business Metrics** implementation combined with creative teaching skills.
- Good **technical & leadership skills**, professionalism and interpersonal relations.
- Strong **Occupational Health Safety and Environment Quality (HSEQ)** background.
- Competitive knowledge & ability skills in **computer applications & computer programs & software**.
- Good **analytical & problem-solving skills** to meet established standards, **excellent eye and hand coordination**.
- Excellent English **communication skills both oral & written**.
- **Trainable and fast learner**, detail oriented with the ability to **read & interpret specifications, minimum supervision**, orderly & able to complete assignments on time.

SKILLS & TECHNICAL COMPETENCIES

- **Electrical Installation & Maintenance and HVAC**, National Institute of Information Technology 2017
- **Geographic Information Systems (GIS) “Geomapping”** KOTEA - Philippine Chamber of Commerce, Inc. 2017
- **CNC Programming, CNC Machining, Lathe & Milling Machine Operation**, TESDA RTC – CAR 2009
- **AutoCAD - Computer Aided Drafting & Design (CADD 2D/3D)**, Baguio Institute of Technology (BETI) 2008

PROFESSIONAL TRAINING & CERTIFICATIONS

Working Safely Course & Managing Safely V4.0 Course, Institution of Occupational Safety and Health (IOSH) UK 2017
10-Hours General Industry & 30-Hours Construction Safety and Health (OSHA) Institute for Safety Professionals, USA 2016
NEBOSH International General Certificate in Occupational Health and Safety (IGC 123) 2016
The National Examination Board in Occupational Safety and Health, England & Wales No. 2698100
Occupational Health & Safety Management Systems Auditor, Avanta Global Pte Ltd, Singapore 2015
IMS Awareness (ISO 9001: 2008, ISO 14001:2004, OHSAS 18001:2007), Tatweer Consulting & Training, UAE 2015

CHARACTER REFERENCES

RICKY LAGUDA

Process Engineer, EVRAZ NA
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306 351 7241

GODFREY DIAGAN

Machine Operator, Dutch Industries
500 Portico Drive Pilot Butte,
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