Portfolio Contents

Start by selecting an attractive binder where pages can easily be added, removed or changed.

- Obtain plastic sheet protectors to hold and keep your documents clean and protected.

- Use dividers to organize your contents and use a separate page to introduce each page.

- Keep a photocopy behind each document to hand over to employers, if requested.

- Create and insert a cover page which states: Personal Portfolio of (Your Name).

- Establish a Table Of Contents or Index, much like you would find in any book.

- The Portfolio may include these items:

o Personal Portfolio of (Your Name) – Use this on the cover and the first page inside

o Contents – Page which includes a numbered list of each document in your portfolio

o Statement of Originality and Confidentiality

o Personal Profile – A nicely written paragraph which introduces you to the employer

o Resumé – Printed on good quality paper. Exclude your Personal Profile.

o Reference page – Use the same quality paper. Include name, title, company, city, province, telephone number.

o Job Posting – Insert a copy of the actual job ad for the position you are being interviewed.

o Education – Certificate or Diploma, resized to fit neatly into the plastic sheet holders.

o Transcript of Marks

o Goals – Short term, 2 to 5 years. Long term, 10 years. Three to five bulleted items for each goal.

o Letters of Recommendation or Reference – From past employers.

o Awards

o Memberships – Such as OACETT or other professional letters of acceptance or logo.

o Special Training – Certification such as First Aid or CPR.

o Driver’s Abstract

o Work Samples – Examples of your work that a recruiter would be interested in seeing. This could be an AutoCAD drawing, an MS Excel spreadsheet, or an Access spreadsheet. Tangible evidence of your accomplishment and skill.

o Volunteer Involvement – Letter or article explaining your involvement in the community.

o Academic Plan – Courses you intend to take in school or courses your program includes.

.o Than you notes – From people who appreciated your effort in helping them.

o Computer Disc – In a special page holder. You might have created a website or music CD.

Consider adding a page containing a personalized statement of your Work Ethic and Work Philosophy. Your Portfolio will become a lifelong resource that will continue to grow.

Career Portfolio

Of

Ferdinand

P.Valenzuela

Contents

1. Statement of Ownership

2. Personal Profile

3. Career Goal

4. Resume

5. References

6. Education - College Diploma - Secondary School Diploma

7. Transcript of Marks

8. Letters of Reference

9. Letters of Recommendation

10. Work Placement Evaluation or Evaluations

11. Work Sample - Excel Spreadsheet - PowerPoint Presentation

12. Additional Training Certificates - CPR - WHMIS

13 Community Involvement or Volunteer Involvement

14. Certificates

15. Memberships

16. Driver’s Abstract

17. Thank You Notes

18. Music CD

19. Career Goal or Long Term Goal Statement

Alternative type of 2nd page of portfolio

INDEX

1. Statement of Ownership

2. Cover Letter

3. Resume

4. References

5. Secondary School Diploma or College Diploma , or Education

6. Transcript of Marks

7. Letter of Recognition

8. Letter of Recommendation

9. Related Work Samples

10. Practicum Work Placement Review or Evaluation

11. Community Involvement

12. Training Certifications

13. Computer Disk of Website Designs

**Statement of Ownership**

This Portfolio contains personal, private, and confidential information with Supporting documents which have been earned, created, written, and designed by me. None of the documents contained within shall be Photocopied or duplicated without expressed permission. I certify that all information in this portfolio is true and complete.

Ferdinand P. Valenzuela

**Personal Profile**

A reliable and motivated person, Graduated at Technological University of the Phlippines – Visayas as a Electro-Mechanical Engineering Technology student 3 year course. Completed the seminar Construction Occupational Safety and Health Traing (COSH). Well-developed skills in AUTOCAD Drawing 2D. Proven strengths in quantity surveying, multi-tasking, and prioritizing heavy workloads.Trained to Layout pipings Fire Protection and Air Condition tube lines during (on the job training 1) for 6 weeks at DEKA SALES INC. And Trained as a Machine maintenance of airbag sawing machine and punching machines during (on the job training) for 6 months at TAKATA CORP. Holds a valid Driver’s Licence and owns a dependable vehicle. Completely Fluent in English. Willing to relocate.

FERDINAND P. VALENZUELA

July 30,2019

Dear sir/maam,

Please accept and consider my enclosed resumé for the position of AUTOCAD operator / Safety Officer in your company/industry. For this reason, my resume is enclosed for your review and consideration. Also enclosed are my Transcript of Marks, Reference Page, and a Letter of Recommendation from a previous employer.

I am a highly reliable and motivated individual who graduate from the three year Electro-Mechanical Engineering Technology from Technological University of the Philippines - Visayas. My verbal and written communication skills are exceptional and are accompanied with my well-developed multitasking and organizational skills. Academic training provided excellent skills in AutoCAD, document preparation, and report writing. My program included Microsoft Word, Excel, Google Sketch Up and CorelDRAW.

Three years of working experience for my AUTOCAD 2D and quantity surveying at Silver Dragon Lumber and Glass supply. Working alongside fellow employees on a variety of worksites allowed me to become familiar with the application. I believe that my high level of training, skills, knowledge and experience would allow me to contribute greatly to your organization or I feel confident that my training, knowledge, and experience would make me an ideal candidate for the AUTOCAD operator position.

I look forward to meeting with you in the near future to further discuss my qualifications. Please contact me at: +639995476653. Thank you for your time and consideration.

Yours truly,

Ferdinand P. Valenzuela

Signature

m

VALENZUELA, FERDINAND P.

Brgy. Zone lll, Arimas St. Murcia

Negros Occidental, Philippines

noobget8@gmail.com

+639995476653

**QUALIFICATIONS AND SKILLS**

* Knowledgeable in Lathe/Milling machine operation
* Shielded-metal arc welding operation
* Computer literate
* Proficient in English
* Microsoft Word and Microsoft Excel Literate
* Cad literate (2D/3D)
* CorelDraw literate
* Knows Basic PLC operations
* Google Sketch Literate
* Surveying skills (Straight Line Diagram/Back-up Computation)
* Layouting Plan and Profile of Plan with Crossection
* Maintenance of automatic sawing machine of airbag

**EMPLOYMENTS HIGHLIGHTS**

**From May 2019 and Still employed thru this date**

Quantity estimator

AIO concept

Brgy. Homesite Bacolod City

Job Description

* Estimate of materials for signage’s
* Using CorelDRAW for estimate and Layouting project appearance

**January 2016 up to February 2019**

Autocad Operator / Surveying

Silver Dragon Construction, Lumber and Glass Supply

JJ Gonzaga Village, Bakyas, Mansilingan, Bacolod City

Job Description:

* Layouting Plan of crossections and plan profile for Project plan
* Surveying actual works to be drawn to As-Stake Plan and As-built plan
* Layouting Horizontal (Road)
* Incharge of constructing of Flood Control
* Incharge of constructing School Building (Senior High Buildings)
* Encoding of Quantities for Billing purpose

**January 2015 up to June 2015**

Air bag Maintenance

Takata Philippines Corporation

106 East Main Avenue, Sepz, LTI Binan Laguna

Automatic airbag sawing machine, Gluing Machine, Prototypes Milling machines, Programming of automatic Machine for Gluing and Sawing.

Job Description:

* Trouble shoots Fluff, Skips of thread, and Cut Threads while operation
* Preventive Maintenance every Sunday
* Trouble Shoots Uncut thread Upper and Lower Thread, fold Bags
* Repairs pallet and pulley motor for seat belts pulley

**April 2014 up to June 2014**

DEKA Sales

Brgy. Yapak, Boracay Island

Electrical, Refrigerant piping’s, Condenser, Aircon and Sprinklers Installer

Job Description:

* Layout of the passage of pipes and the sizes, Cutting and threading of pipes for installation of Sprinkler
* Layout of electrical wires to be installed for the Room outlet.
* Grinding and Drilling holes for Installation of Air condition Unit in Every Room.
* Assisting for installation of condenser Outdoor and Indoor ACU.
* Building Plan Layout for Sprinkler and ACU.

**EDUCATIONAL INFORMATION**

* Tertiary: Technological University of the Philippines – Visayas (2012-2015)

Talisay City, Negros Occidental

Electromechanical Engineering Technology

* Additional for Tertiary: Colegio de San Agustin – Bacolod (2015-2016)

Bachelor of Science Mechanical Engineering

* Secondary: La Consolacion College (2008-2012)

Municipality of Murcia Negros Occidental

* Elementary: Murcia Elementary School (2002-2008)

Municipality of Murcia Negros Occidental

Seminars:

* Introduction to PLC (Programmable Logic Controller)

March 3-4, 2014

Technological University of the Philippines - Visayas Campus

* Proper maintenance of Manual/Automatic Sawing Machine

June 10, 2015

Takata Phippines Corporation Plant 1

* COSH – Construction Occupational, Safety and Health

July 12-14, 2018

**PERSONAL DATA**

* Name: Ferdinand P. Valenzuela - Nationality: Filipino
* Gender: Male - Birth Date: May 9, 1995
* Height: 165 cm - Weight: 70kg
* Blood type: O - Status: Single

**REFERENCES**

Engr. Michelle Mabelle G. Pulgan

Area Manager/Engineer

Silver Dragon Lumber and Glass Supply

+639199922204

Ryan Christian De Jesus

Fabrication Supervisor

AIO Concept

09272054659

Work and Skill

**MS Word Documents**

Letter

**MS Excel Documents**

Computation tab for quantity

**AUTOCad**

2D drafting floor plan layout

2D drafting crossectional and quanty survey ecncoding

Participated University of Technological University of the Philippines – Visayas week AUTOCad competition

**CorelDRAW**

Layouting for teemplates

Layouting for estimates

**Google sketch Up**

Know basic for this application

**Drawings**

Free hand drawing

Learn from subject during college

**Surveying**

Quantity surveying job site

**Machining**

Know basic machine maintenance

Work Philosophy

I am dedicated and committed to the field of Autocad Operator, Surveyor, Safety Officer and have a strong work ethic. I plan to pursue a career in this field and will continue to hone and improve my qualifications and skills as a life-long learner.

Career Goal

I would like to obtain the AUTOCad operator Position with your company/industry. Graduated from Technological University of the Philippines – Visayas indicates my enthusiasm and dedication to this field and my life-long passion of providing excellent, work quality.

Workplace Values

OR Work Ethic

OR Work Philosophy

• That excellence in performance includes a commitment to life-long formal and informal learning

• That boundaries of time and compensation will not limit the pursuit of excellence and a job well done

• That service to clients and customers is based on acceptance, empathy and a desire to contribute to society

• That variety and challenge in the workplace leads to opportunities for growth, responsibility and authority