JOHN MATTHEW M. SANTIAGO

Auxiliary Engineer / Software Developer

https://mattsantiago.netlify.app

CONTACT

- Manila, Philippines
- (+63) 915-629-8848
- johnmattsantiago@gmail.com

EDUCATION

ADAMSON UNIVERSITY, Manila
BS Electronics Engineering
2009 – 2014

THE LIVING EPISTLE CHRISTIAN ACADEMY, Quezon City
Primary and Secondary Education
2000 – 2009

PORTFOLIO

🌐 https://mattsantiago.netlify.app

This portfolio site showcases my creative side and experience with the following:

- Basic Web Development
- Basic Video Editing using Adobe Premiere Pro, iMovie
- Canva

SKILLS

- Keen to details
- Documentation and Reporting
- Team Communication and Coordination
- Project Implementation
- Supervision and Management
- Adaptability and Flexibility
- Problem-solving
- Troubleshooting

SOFTWARE KNOWLEDGE

- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- COBOL, SQL
- Unit and Integration Testing
- Auxiliary Systems Configuration
- PyCharm
- SublimeText

Competitive and task-oriented engineer with more than 5 years of work experience in various industries and different work environments which eventually developed adaptability and flexibility.

Aiming to expand my knowledge and skills as a Cyberbacker to deliver the best quality of service to clients and to the company; to excel in the tasks that it entails such as transaction coordination, listings/database management, social media marketing, and others; and to become one of the Headbackers in the future.

WORK EXPERIENCE

May 2021 – Present
CYBERBACKER
Cyberbacker

Trainings Attended:

- **KW Command Basics Training**
  Learned the purpose and basics of the KW Command platform such as adding contacts, creation of smartplans, campaigns, and opportunities with utilization of external platforms for designing like Canva.

`KW Command` `Canva`

Nov 2019 – Aug 2020
SITE AUXILIARY ENGINEER
Megaworld Corporation – Global One Integrated Business Services, Inc.

As an engineer representing the client, my duties and responsibilities were as follows:

- Oversee the implementation of auxiliary systems of the project
- Supervise and manage several contractors
- Communicate and follow-up suppliers
- Conduct site inspections, meetings, and coordination activities
- Monitor progress and create reports
- Review design drawings and provide recommendations
- Review and process billings, design approvals, and other paperwork
- Resolve issues and concerns as they arise

`Supervision and Management` `Keen to details` `Communication and Coordination` `Documentation and Reporting` `Problem-solving` `Billings and Design Approvals`

Feb 2019 – Jul 2019
TECHNICAL COORDINATOR | Project-based
Versatest Solutions and Services, Inc.

As a technical coordinator for a telco database cleansing project, my duties and responsibilities were as follows:

- Create and assign daily work orders for field teams
- Process approval of permits and Restricted Area Access and Work Authorization (RAAWA) to secure entry of the team on site
- Create and coordinate test schedule and team deployment
- Communicate with client and field teams during tests to assist and monitor progress
- Provide report for every completed activity
- Handle, escalate, and record any concern that arises in the field
- Secure handover of equipment and documentation to and from technicians
- Suggest process improvements and solutions

`Process Improvements` `Flexibility` `Keen to details` `Communication and Coordination` `Google Sheets` `Microsoft Excel` `Permit Processing`

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OTHER SKILLS

Web Development
Level: Beginner
Successfully created a responsive portfolio site using mainly HTML and CSS; and a little JavaScript.

Python
Level: Beginner
Currently learning Python and exploring its several applications.

2017 – 2019
PROJECT ENGINEER
Geanaux Systems Corp.

As a project engineer for an auxiliary systems contractor, handling two residential projects, my duties and responsibilities were as follows:

- Handle a team of installers and oversee their daily activities
- Conduct site inspections to ensure that implementation is according to plans
- Create and submit accomplishment and punch list reports
- Collaborate with clients and other engineers
- Set-up and configure the systems' main control panels
- Test the systems' functionality, reliability, and durability
- Monitor, operate, and maintain all the systems (mostly FDAS) in good and functional condition
- Raise technical issues and coordinate with other engineers
- Address client's concerns and find solutions to meet deadlines
- Troubleshooting

`Team Leading` `Troubleshooting` `Keen to details` `Communication and Coordination` `Documentation and Reporting` `Adaptability and Flexibility` `Microsoft Excel` `Systems Configuration`

2015 – 2016
ASSOCIATE SOFTWARE ENGINEER
Accenture, Inc.

As an associate software engineer, my duties, responsibilities, and accomplishments were as follows:

- Design, code, and test modules for business applications using COBOL as main language and SQL for database query
- Collaborate with clients to accomplish deliverables according to expected results and timeframe
- Raise technical concerns that affect completion of deliverables
- Ranked 4th among 20+ trainees during boot camp
- Recognized by one of the project's team leaders for providing quality documents, process improvements, and being resourceful in finding solutions

`Documentation and Reporting` `Keen to details` `Communication and Coordination` `Troubleshooting` `Problem-solving` `Microsoft Excel` `COBOL` `Unit and Integration Testing` `Database Query` `E-mail Management`

LICENSES

2014   LICENSED ELECTRONICS ENGINEER
LICENSED ELECTRONICS TECHNICIAN

PUBLICATION

2014   NI LABVIEW-BASED BREATHING TRAINER WITH BIOFEEDBACK AND PLETHYSMOGRAPHY
Co-Author, IEEE TENCON 2014 Paper
Link: *https://ieeexplore.ieee.org/document/7022352/*