

# Rhea Ann Magallanes

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3019, Marilao Bulacan, Philippines



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## CAREER OBJECTIVE

Detail-oriented and reliable professional with experience in project monitoring, documentation, and administrative support. Skilled in data management, compliance checking, and process coordination. Seeking an opportunity to apply organizational skills, attention to detail, and dedication to ensuring accuracy and quality in project deliverables.

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## KEY COMPETENCIES

- Skilled in Fusion 360 software
- Computer literate
- Skilled in AUTOCAD
- Basic knowledge in specific engine parts, refrigeration and air conditioning units.
- Data entry and records management (MS Excel, Word)
- Project monitoring & task tracking
- Quality assurance support (documentation & compliance checking)

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## PROFESSIONAL EXPERIENCE

### Emmangelos Mechanical and Electrical Engineering Services Project

#### Monitor

Monitored project progress during site visits, collaborated with engineering teams to address challenges, prepared 3D sketches and documentation, and ensured compliance with timelines and quality standards.

### Melham Construction Corporation

#### Project Management Intern

Assisted in managing construction projects by monitoring progress, coordinating with project teams, preparing documentation, and ensuring adherence to schedules and quality standards. Supported project planning, resource allocation, and reporting to streamline operations and achieve project goals.

### Wardrobe House of Fashion Inc.

#### Factory Worker

Operated machinery and equipment to produce, assemble, and inspect clothing items, ensuring quality standards were met. Organized materials, maintained a clean workspace, and collaborated with team members to meet production targets efficiently

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## EDUCATION

### Bachelor of Science

Majors: Mechanical Engineering  
Polytechnic University of the Philippines

### Institute of Technology

Majors: Diploma in Mechanical Engineering Technology  
Polytechnic University of the Philippines