



SHAWN

 [VIDEO INTERVIEW](#)

EXPERTISE SKILLS

- Project Management
- Project Coordination
- Solar Project Management
- Project Pipeline Monitoring
- Stakeholder Communication
- Cross-Functional Team Coordination
- Operations Management
- Safety Management
- Regulatory Compliance
- Risk Assessment
- Incident Investigation
- Safety Training & Awareness
- Process Improvement
- Operational Efficiency
- Engineering Operations
- Technical Documentation
- Leadership
- Problem Solving
- Time Management
- Multitasking

TOOLS

- Microsoft Office
- AutoCAD
- CRM Systems
- Engineering Software
- Coperniq
- Slack
- Google Meet

Results-driven Project Coordinator with experience in project management, operations, and cross-functional team coordination within engineering, safety, and renewable energy environments. Proven track record of monitoring project pipelines, coordinating remote teams, enforcing compliance standards, managing stakeholder communications, and ensuring projects remain on schedule through proactive issue resolution and operational oversight. Brings strong expertise in project coordination, workflow management, stakeholder communication, compliance, and process improvement, helping organizations streamline project execution, enhance team collaboration, and consistently deliver successful project outcomes.

WORK EXPERIENCE

LEAD SOLAR PROJECT MANAGER (PROJECT-BASED, REMOTE)

HomeSourced / NXTLevel | August 2025 – January 2026 (6 Months)

- Monitored solar project pipelines using Coperniq, coordinated with cross-functional teams through Slack and Google Meet, tracked stalled projects, and ensured timely progress and completion through effective stakeholder communication and project management.

SAFETY DEPARTMENT HEAD

University of Cebu LM | November 2023 – September 2024 (11 Months)

- Developed and enforced campus safety policies, ensured regulatory compliance, led risk assessments and incident investigations, conducted safety training programs, and collaborated with departments to strengthen workplace safety and operational compliance.

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