JENNIFER CABELLO

SKILLS

Technical/ Programs
- Drafting programs such as Autodesk, Solidworks, MicroStation, CS3000, FAST/Tools, and Centum VP.
- Experience in creating PowerPoint presentations for JOC interviews and mediation meetings.
  - Presentations for such as:
    - Houston City Council
    - Houston Airport System Board of Directors
    - Texas Southern University Board of Directors
    - University of Houston Board of Directors
- Experience in MS Office Word and Excel
  - Minutes of Meeting
  - Creation and up keep of Graphic Tracking List
  - Creation of Linked Parts points and Custom Face Plates points Comparisons List between projects
- Knowledge and ability to use 3-D printers

Drafting and Design
- Ability to create static drawings for all areas of platform, and functional HMI dynamic graphics from P&IDs and client drawings, and test of functionality of graphics with faceplates and make corrections when necessary to provide intended functionality.
  - Static and/or Functional Dynamic Graphics for projects such as:
    - Shell WD143 – 08/08 fees upgrades static graphic creation
    - Shell Perdido – 08/08 static graphic creation
    - Chevron Cabinda Gas Plant- 09/08 – 04/09 static graphic modification, Phase II FAT support, reconciled punch list item evolution.
    - BP Crane Gas – 06/09 static graphic creation
    - Jack St. Malo – 06/11 static graphic creation, YGet, population of linked parts
    - Shell Ram Powell – 06/12 support and reconcile punch list items
    - Shell Cardamom – 06/12 support and reconcile punch list items
    - Shell Mars DCS Upgrade – 06/12 HMI Lead Engineering Aide II Role   ensuring generation of proper static and dynamic graphics.
- Ability to create quickly, accurately, and neatly a full set of working floor plans of a single dwelling home, multi-dwelling homes, apartment and commercial sites in AutoCAD
- Interpret blueprints
- Familiar with building codes
- Calculate stresses on points of multiple types of materials using COSMOS in Solidwork

Instruction
- Teaching engineers what graphics should look like and what Shell HMI Specifications entail.
- Reviewing graphic markups made by engineers.
- Instructing engineers how to use System View, Graphic Builder, and Virtual HIS when creating a graphic and problem solving.
- Ability to work with multiple project managers at one time.
- Ability to lead an organization with 40 plus members
- Ability to communicate and effectively teach college students in classroom settings in person and online classes in Construction Methods and in Architectural Drafting.
- Instruction of Architectural Drafting includes textbook materials on home build from ground up on AutoCAD. Final Project includes all the intricate components to create a functional dwg file ensuring that customer-based standards are met as well as all Residential/ Commercial Building Codes are met.

Enforcement
- Experienced in Code Enforcement System Comcate. Helped system upgrade in 2020 through offering system suggestions on how to make the system do certain functions to provide specific data.
- Understand and interpret maps, plats, codes, ordinances, and regulations on how they apply to any case.
- Conduct investigations of reported code violations or encountered code violations on private and public property; determine if other violations are present at property being investigated.
- Document Violations by creating cases and uploading photos, and notify homeowner of violations via in person, notice at property, and USPS.
- Communicate and clarify violations with residents who respond to notices on violations and grant extensions when requested.
- Conduct property inspections to determine compliance per dates on Notices of Violation issued.
- Experienced in issuing citations for egregious or habitual violations of ordinances.
- Experienced in Filing Legal Documents in Municipal Court System, and County Clerk's Office which include Citations, Pre-Trial, Warrants of Inspections, and Liens on the behalf of the City as Code Enforcement Official.
- Presentation of Quarterly Code Enforcement activities and statistics to City Council Members, Mayor, City Secretary and City Administrator and answer any questions on a variety of topics Council Members may have.

Customer/International Relations
- Experienced in scheduled communication with international team members from YIL in reviewing/ marking up their static generation of graphics in multiple revisions and ensure they understand what Shell is requesting in certain areas of the project.
- Participation in meetings with Shell to ensure all information received is accurate to ensure the progression of the project.
- Provided extensive customer service and support on the phone and in person
- In customer satisfaction surveying systems always maintained a 100% rating
- Ability to communicate with individuals with varying backgrounds, cultures, and languages at all professional levels

Development Skills
- Tracking of graphics in static, approvals, dynamics, and dynamic approval phases between YIL and Shell.
- Creating documents for PM as requested.
- Learned the FAST/Tools 9.1 program and developed a 5-day course for engineers in a 6-week period
- Ability to follow instruction quickly and efficiently
- Responsible in the development of marketing strategies and activities
- Developed and maintained an effective inventory, quality, and cost control system

Restaurant/Food Truck roles
- Practiced and ensured staff understood/maintained food safety practices in storage, prep, and hot/cold storage as well as personal hygiene.
- In charge of menu creation, display and pricing
- Obtained all food and all products used on food truck
- Public relations/ promoter / social media
- Daily truck maintenance, deep cleaning, and yearly truck and staff certifications

EDUCATION

Code Enforcement Officer	Texas A&M Engineering Extension (TEEX), San Antonio, Texas
Texas Food Manager Certification	Learn2Serve.com (State of Texas Approved Certification Entity)
Architectural Drafting-AAS Degree	Houston Community College, Stafford, Texas
EMT-B -Certification	Houston Community College, Houston, Texas
High School Diploma	Clements High School, Sugar Land, Texas

EXPERIENCE

Code Enforcement Official

Adjunct Faculty Construction Technology/ Architectural Drafting

Structural Drafter

CAD Operator / Owner

Food Truck Operator / Owner-Partner

DCS HMI Lead Engineering Aide II

DCS HMI Engineering Aide II

CAD Operator / Owner

SCADA/DCS HMI Designer

Lab Aide / Assistant Teacher

Appointment Setter

Sales Facilitator

Business Partner - Vested Interest Owner

EMT-B (Emergency Medical Technician- Basic)

LANGUAGES

- English
- Spanish

HONORS

- Dean's List for Spring 2008
- Honors List for Fall 2007

ACTIVITIES

- Elected as President of Student body organization CAD Society: Summer 2008, Spring 2008, Fall 2007, Summer 2007, Spring 2007, Fall 2006 and involved in conception of CAD Society in Fall 2006