**Jolas**

**Objective:**

Aspiring to work in a respected Company and responsible position that will utilize the special skills that I possess and maximize my personal and professional potential.

**TECHNICAL QUALIFICATION**

* Installed PC software , hardware and peripherals
* Troubleshooted computer and network related hardware
* Supported, repaired and replaced software, hardware and peripherals
* Developed and improved strong communication, customer service, and technical skills
* Proficiency in Operating and Installation of CCTV’s
* Proficiency in Microsoft Office (MS Word/ MS Excel / MS Power Point / MS Outlook)
* Proficiency in Adobe Photoshop / Adobe illustrator / 3D MAYA / Corel Draw
* Operator in Tarpaulin Printer / Cutter Plotter

**EMPLOYMENT HISTORY**

**ACM PRINTING AND ADVERTISING**

Riverside Sto. Tomas, San Luis, Pampanga Philippines

 **IT Engineer**
 August 13, 2013 to January 8, 2016

**Responsibilities**

* Troubleshooting, analyzing and repairing problems of computer elements such as desktop computers, laptops and various components/peripherals of an IT network.
* Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment.
* Contributes to team effort by accomplishing related results as needed.
* Obtains approval of concept by submitting rough layout for approval.
* Set Up & repair Work Station
* Provide technical assistance to office staffs as needed. talking staff or clients through a series of actions, either face-to-face or over the telephone, to help set up systems or resolve issues
* Perform routine PC maintenance and updates for performance efficiency
* Assist in software and hardware upgrades
* Order and stock office supplies when necessary.
* Resolve customer problems promptly and accurately
* Network administration: Technical and administrative control of the LAN/WAN
* conducting electrical safety checks on computer equipment
* Security/control administration: Monitoring overall security including physical & logical, reviewing change management processes, etc.
* Prepares final layout by marking and pasting up finished copy and art.
* Completes projects by coordinating with outside agencies, art services, printers, etc.
* Obtains approval of concept by submitting rough layout for approval.

**WESTERN GRAND CENTRAL CO,.INC. (WESTERN APPLIANCES)**

Alabang zapote Rd.cor.V.Guinto St.Doña Manuela Subd. Phase 5 Pamplona Tres,

 Las Piñas City

 **IT SPECIALIST**

 May 07, 2012 to July 20, 2013

**Responsibilities**

* Set up and repair Work Station and Peripheral devices.
* System administration: Installing/maintaining operating systems and virtualization platforms, anti-virus programs, email and Microsoft AD
* Network administration: Technical and administrative control of the LAN/WAN
* Web administration: Installing/maintaining all web setups and monitoring performance
* Database administration:MySql and MS Sql administration
* Security/control administration: Monitoring overall security including physical & logical, reviewing change management processes, etc.
* Backup administrator: Creates backup scripts/jobs and review logs. Schedule regular meetings with Data/system owners to update backup jobs. Manages the onsite and offsite backups.
* End user support/Help desk: Providing full end-user support

**ON THE JOB TRANING / SEMINAR**

 **ACLC COLLEGE OF BALIUAG**

 B.S Aquino Ave. PoblacionBaliuag, Bulacan

 **Laboratory Assistance**

 June14, 2011 – October 22, 2011

 **Hertz.Com**

 Baliuag, Bulacan

 **Computer Technician**

 November 17, 2008 – March 16, 2009

 **3D MAYA SEMINAR**

ACLC COLLEGE OF BALIUAG

February 21, 2009

 **CALL CENTER TRAINING SEMINAR­­**

ACLC COLLEGE OF BALIUAG

 February 21, 2009

**ACHIEVEMENTS**

 **1st National Inter – AMA Computer Learning Center I.T Competition**

 **1st Place in** PC Troubleshooting and Networking

 2011

 **AMA Computer Learning Center Inter Branch Skills Competition**

 **1st Place in** PC Troubleshooting and Networking

 2010

 **Networking Telecommunication Technology of the Year**

 **AMA Computer Learning Center College of Baliuag**

 April 30, 2009

**PERSONAL DETAILS**

 Date of Birth : December 24, 1990

 Age : 25

 Gender : Male

 Civil Status : Single

 Religion : Roman Catholic

**EDUCATIONAL BACKGROUND**

**TERTIARY: AMA Computer Learning Center College of Meycauayan**

 **Bachelor of Science in Information Technology**

 Mc. Arthur Highway, Calvario, Meycauayan City, Bulacan

 2009 - 2012

 **AMA Computer Learning Center CollegeCollege of Baliuag**

 **Associate in Networking Telecommunication Technology**

 B.S Aquino Ave. PoblacionBaliuag, Bulacan

 2007 – 2009

**SECONDARY: Saint Joseph School of Candaba**

Tenjero, Candaba, Pampanga

 2006 - 2007

**PRIMARY: San Roque, Elementary School**

San Roque, San Luis, Pampanga

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 2002-2003