JAKE ANDREW O.
LAGUNA

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Professional Summary	An experienced and result-oriented IT professional. Eager to learn new trends to enhance skills and knowledge. With strong analytical skills in solving to deliver complex and versatile IT solutions.
Areas of Expertise	End-user Helpdesk & Remote | Testing & Troubleshooting | Network Security & System Administration | Source Allocation | Programming with Front-end | Team Leadership | Data Backup & Recovery

Technical Proficiencies

✓ Platforms	Windows 10; Linux; Mac OS; FreeBSD; Oracle; SAP
✓ Software	Microsoft Office (Word, Excel, PowerPoint); Microsoft SQL Server; MySQL; Visual Studio; Adobe Photoshop
✓ Languages	C++; C#; HTML; Java; ASP.Net; PHP; VB.Net

Professional Experience

➤ *(10/2018 – 7/2019)* **IT Specialist 1 cum Property** – ABE International Business College, Las Piñas Campus
Las Piñas, Metro Manila

- Provides a day to day end user technical assistance.
- Monitors employees' needs and requirements that may involve use of IT.
- Ensures that all software for office use are updated at all times.
- Install and maintains laboratory equipments and other IT equipments like biometrics and cctv cameras.
- Ensures all data is protected and that the proper back-up plans are implemented.
- Compile a monthly inventory records for all IT equipment and property items/products.

- Coordinates with the campus/branch School Director on matters related to computer lab use and office IT programs.
- Supports all activities of the branch/campus that would involve use of IT software.
- Ensures that the network runs smoothly on a daily basis.
- Performs other related duties as may be assigned superior.

➢ *(8/2017-9/2018)* **Nat Sci cum Digital Laboratory Technician** – AMA Computer College Las Piñas, Inc.
Las Piñas, Metro Manila

▪ Attending students' concerns and needs regarding on using laboratory.
▪ Assisting IT personnel on technical issues and installing IT equipments and network.
▪ Produce graphic and audio-visual needs for marketing and other activities of the institution.

▪ Securing and preventing computers from unwanted applications and malwares.
▪ Making sure that the students gain knowledge on how to properly use a computer.

Certifications & Trainings

2013   Certified Cabling Test Technician (CCTT) Associate Course
AMA Computer College Las Piñas

2013   The Web Today
Word of Hope 103 EDSA, Quezon City

2013   Graphic Design
Word of Hope 103 EDSA, Quezon City

Educational Qualification

(2012-2017)   *Graduate,* **B S Information Technology** – AMA Computer College Las Piñas Campus