

**Joselito V. Aranda**

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**Objective**:

To obtain a responsible position where my skills and abilities would be best utilized and would provide continuous learning and enhance personal growth.

**WORK EXPERIENCES**

**Systems/ Network Administrator**

**METISETRADE, Inc.**

**September 19 – November 15, 2016**

* Supports LAN, WAN, network segments, Internet and Intranet systems.
* Perform network address assignment
* Troubleshoot problems reported by users.
* Ensure design of system allows all components to work properly together.
* Make recommendations for future upgrades.
* Identify user needs.
* Analyze and isolate issues.
* Assign configuration of authentication and authorization of directory services.
* Maintain network facilities in individual machines, such as drivers and settings of personal computers as well as printers.
* Administer servers, desktop computers, printers, routers, switches, firewalls, phones, personal digital assistants, smartphones, software deployment, security updates and patches.

**NETWORK SUPPORT (Freelance)**

**July 2015 – August 2016, January 16, 2017 – April 11, 2017**

* Network cabling installation and layout.
* Network and server rock installation
* Wireless router installation and configuration
* PC Assembly and OS installation

**NETWORK ENGINEER** (for SEA Games period)

**NCS PTE LTD** (Contract through Comtel Solutions Pte Ltd)

Ang Mo Kio Street 62, Singapore 569141

April 13 2015 – June 30 2015

**Duties and Responsibilities:**

* Configure Cisco Switches, VLANs, remote access etc.
* Making sure that Cisco devices function well based on the requirements given and needed on the venue
* Do cabling and device mounting on the rack
* Port security configuration on switches
* Adding access list on cisco ASA firewall using ASDM
* Port termination for unused ports on a switch.

**Junior Network Supervisor / IT Team Leader**

Pacific Sea BPO Services Incorporated

16th Floor PBCom Tower, Ayala Ave

Makati City, Metro Manila Philippines

September 19, 2012 – March 10, 2015

**Duties and Responsibilities:**

* Configures and manages Cisco switches, assigning interfaces and IPs to each Vlans and trunk ports.
* Knowledge of LAN/ WAN infrastructures, routers, switches (CISCO AND HP),
* Configurations on the firewall and network security (SONICWALL and JUNIPER SRX500 using GUI interface) and security software applications administration like SOPHOS including website filtering and group policy, adding address objects to filter
* Exposure in installation, management and administration of Network Devices.
* Able to act as a member of a team to support client needs and questions and response in a given time
* Setups wireless routers / Wi-Fi access (Access points)
* Primary help desk technical assistance and troubleshooting on IT platform
* Termination of network cables when not in use
* Ensures that networks and servers are working well
* Active Directory management and GPO policy on Server 2003 and 2008 servers
* Setup user’s access rights and restrictions on Windows 2003 and 2008 servers
* Hands on technical support to all the end users including executive members (hardware and software issues)
* Do inventory of every licensed software purchased and used by the company
* Performs structured cabling and laying out network cables when needed
* Operating system installations and system imaging for a faster reformatting process
* Responsible for all IT configurations, backup, security and changes made in all IT devices.

**IT ENGINEER**

Education E-LAMP INC.

410 – 413 4th floor East Tower, Philippine Stock Exchange Building (Tektite)

Exchange Road, Ortigas Center, Pasig City Philippines

June 2009– August 2012

* Setup users’ access rights on shared resources
* Provides technical and network support to all the users
* Installs Windows Operating Systems (Windows XP, Vista and Windows 7) and other hardware peripherals like printers, scanners and others
* Performs structured cabling
* Setup switches and routers
* Performs daily backup of the data

**IT NETWORK SUPPORT**

On-the-Job Training

GRANEXPO MANUFACTURING CORP.

16TH FLR.UCPB Bldg. Makati Ave, Makati City

April 5 – June 5, 2007

* Provides network access to all the users
* Gives access/ permissions on shared resources in the network
* Configures network printers and scanners
* Setup wireless devices
* Provides structured cabling and network points termination
* Installs antivirus and updates latest signature database
* Desktop management and support
* Updates the latest Windows updates

**EDUCATIONAL BACKGROUND:**

2004 – 2009 POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

Sta. Mesa, Manila

Bachelor of Science in Computer Engineering

**Tertiary Education**

**CERTIFICATIONS:**

* **CCNA (Cisco Certified Network Associate)Certified**

**SKILLS**

* Cisco and HP Switch configuration ,Linksys, D-Link routers configuration
* Experience of IP Addressing, administrating subnets and avarious routing models
* Experience of implementing SNMP on various devices, allowing for network management
* LAN, Wireless LAN, Structured Cabling and Networking
* Knowledgeable in Windows (XP, WINDOWS 7, WINDOWS VISTA, WINDOWS SERVER 2003 and 2008)
* PC Troubleshooting, assembling and disassembling of computers
* Installations of the necessary programs and software needed
* Updating software needed and backups of data
* Providing assistance with the user
* Outstanding customer service and client interfacing skills
* High adaptability and capable of handling high workloads
* Ability to perform excellently on individual projects and cooperatively on team
* Picture editing using Adobe Photoshop

**PERSONAL RECORDS**

Age : 30

Birth date : March 19, 1987

Birth Place : Quezon, Philippines

Language : Filipino, English