

Hugo Cabrera Duarte

2324 Reindeer Court, Antioch, CA 94531

(650)-889-8587 • hugo18cabrera@gmail.com

Objective

Over 22 years of experience providing computer technical support, IT consulting, and software development.

Key Qualifications

- Operating Systems: Microsoft Windows 7 & 8, 10, Vista, XP Pro, Windows 2000, Mac OS 11.1 through 9.2.2 ; Windows NT 4 Server through Windows Server 2019; Ubuntu; Elementary OS.
- Communications: TCP/IP, DHCP, DNS, WINS VPN, POP3, IMAP, SMTP, TELNET.
- Management Tools: Active Directory/GPO, Remote Desktop, Google Apps, LogMeIn123, Team Viewer, Ghost Imaging, Trend Micro and McAfee Virus protection, Navicat for MySQL, VMWare, VirtualBox, SmartService.
- Developer Tools: Visual Studio 2010, MSSQL, MySQL Workbench, Sublime Text, PHP Dev.
- Hardware: Intel, AMD and Apple desktop and laptops, HP printers/Jet direct, WiFi, Router, Access points, Blackberry, iPhone, iPad, Android. Installed server racks including running wiring, patching and punch downs at junction points.
- Core Professional Skills – Improve your capabilities, including leadership, supervisory and professional skills (e.g. communications).
- Ability to learn and apply new technologies quickly.
- Able to work independently and provide updates to management Strong analytical and problem solving capabilities.
- Ability to develop and apply frameworks and methodologies to define and produce client deliverables.
- Strong oral and written communication skills, including presentation skills.
- Knowledge of both Private and Public Cloud Computing service market, models, offering types, and architecture concepts.
- Excellent organizational and time management skills.
- Knowledge of data center planning and modeling

Work Experience

IT Manager – Present

September 21 2017

Sewer Rat Plumbing Inc.

South San Francisco, CA

www.sewerratplumbing.com

- Running regular checks on network and data security.
- Identifying and acting on opportunities to improve and update software and systems.
- Developing and implementing IT policy and best practice guides for the organization.
- Designing training programs and workshops for staff.
- Conducting regular system audits.
- Running and sharing regular operation system reports with senior staff.
- Overseeing and determining timeframes for major IT projects including system updates, upgrades, migrations and outages.
- Managing and reporting on allocation of IT budget.
- Providing direction for IT team members.
- Identifying opportunities for team training and skills advancement.

IT Manager

August 21 2002 – August 15 2015

Forestal Pasabien

Zacapa, Guatemala

- Install hardware and peripheral components.
- Load appropriate software packages such as operating systems.
- Administer email and anti-virus systems.
- Troubleshoot and resolve user issues relative to all corporate software in a timely manner.
- Participate in all hardware and software evaluations and maintains vendor contracts.
- Maintain quality service by establishing and enforcing organization standards.
- Verify application results by conducting system audits of technologies implemented.
- Preserve assets by implementing disaster recovery, backup procedures, information security and control structures.

IT Consultant

August 11 2011 – April 18 2013

BiCon Group,

Guatemala, Guatemala

- Understand customer requirements and business objectives.
- Provide strategic advice on using technology to achieve goals.
- Manage IT initiatives and collaborate with in-house technical staff
- Design IT systems and networks ensuring the right architecture and functionality

- Support new technology implementation
- Train users in new and existing IT systems
- Provide assistance with technical issues
- Revise existing systems and suggest improvements
- Produce reports

IT Supervisor

April 25 2008 – May 12 2010

City Hall of Estanzuela

Zacapa, Guatemala

- Analyzing existing computer systems and making recommendations for upgrades and improvements.
- Developing and overseeing the installation of systems, which include software and hardware.
- Performing tests and troubleshooting, as well as quality assurance.
- Implementing safety procedures and data recovery plans.
- Recruiting, training, and evaluating staff members.
- Developing user manuals, as well as policies, procedures, and safety protocols.
- Collaborating with other departments and professionals in the development of IT systems.
- Ensuring all installations, maintenance, and upgrades are carried out on schedule and to client specifications.
- Delegating tasks and developing budgets and work schedules.
- Staying up-to-date with field advancements and ensuring the team receives refresher training as well.

Education

Masters of Science in Human Resources Administration

December 2013

Mariano Gálvez University, Guatemala

Bachelor of Science in Information Systems Engineering

August 2010

Mariano Gálvez University, Guatemala

UNIVERSITY MARIANO GALVEZ - GUATEMALA (Seal)

SECRETARY GENERAL (Seal)

The undersigned, Secretary General of the University Mariano Galvez of Guatemala,

CERTIFIES:

That for this purpose has reviewed the books of Professional Graduations, which show Register Number ONE THOUSAND AND FIFTY TWO (DASH) TWO THOUSAND AND ELEVEN (1052-2011), what literally reads:

"In Guatemala City, on August six of two thousand and eleven, at seventeen thirty hours, being present in the Graduation Room of the University Mariano Galvez of Guatemala, the President, doctor Alvaro Rolando Torres Moss, and the Dean of the Faculty of Information Systems Engineering, Engineer Jorge Alberto Arias Tobar, and the Secretary General Doctor Ruby Santizo de Hernandez, to celebrate the SOLEMS ACT OF PROFESSIONAL GRADUATION FOR THE BACHELOR OF SCIENCES AND ARTS WITH A MAJOR IN COMPUTING, HUGO LEONEL CABRERA DUARTE, proceeded as follows:

FIRST: He was introduced by his godmother, Marketing Professional Nancy Estefania Perdomo Fajardo, in the presence of the authorities presiding the act.

SECOND: The Dean informed that the BACHELOR OF SCIENCES AND ARTS WITH A MAJOR IN COMPUTING, HUGO LEONEL CABRERA DUARTE, complied with all the legal requisites to get the academic and professional degree.

THIRD: the BACHELOR OF SCIENCES AND ARTS WITH A MAJOR IN COMPUTING, HUGO LEONEL CABRERA DUARTE, sworn and promised to comply with all the rules of the University, as well as during his future professional career, and the Dean gave him the academic degree of BACHELOR OF INFORMATION SYSTEMS ENGINEERING AND COMPUTER SCIENCES, AND THE PROFESIONAL TITLE OF INFORMATION SYSTEMS ENGINEER AND COMPUTER SCIENCES, and he was dressed in the traditional university style. The ceremony finished at eighteen

hours, signing the respective register the authorities present in this act. Legible signatures".

To certify the above, I sign and stamp this certificate, in Guatemala City, on October six of the year two thousand and fifteen.

Signature:

Dr. Ruby Santizo de Hernandez

SECRETARY GENERAL

Stamp:

Universidad Mariano Galvez

Guatemala

SECRETARY GENERAL

Signature:

Dr. Alvaro Rolando Torres Moss

DEAN

Stamp:

Universidad Mariano Galvez

Guatemala

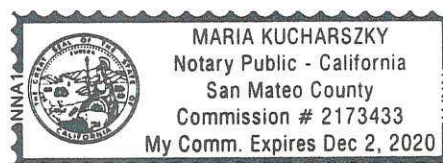
OFFICE OF THE DEAN

Verification of Translator's Competence:

I, Luis Francisco Browne, certify that the above is an accurate translation of the original Graduation Certificate in Spanish, and that I am competent in both English and Spanish to render such translation.

L. Francisco Browne

*Maria Kucharszky
Notary Public
June 2nd, 2018*



ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of San Mateo

On June 2nd, 2018 before me, MARIA KUCHARSKY, Notary Public
(insert name and title of the officer)

personally appeared L. FRANCISCO BROWNE,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature Maria Kucharsky (Seal)





SECRETARÍA GENERAL

La Infrascrita Secretaria General de la Universidad Mariano Gálvez de Guatemala,

CERTIFICA:

Que para el efecto ha tenido a la vista el Libro de Actas de Actos Solemnes de Investidura Profesional en el que se encuentra el Acta Número **MIL CINCUENTA Y DOS GUION DOS MIL ONCE (1052-2011)**, que copiada literalmente dice:-----


“En la ciudad de Guatemala, el día seis de agosto del año dos mil once, siendo las diecisiete treinta horas y estando presentes en el Aula Magna de la Universidad Mariano Gálvez de Guatemala, el señor Rector, Doctor Alvaro Rolando Torres Moss; el Decano de la Facultad de Ingeniería en Sistemas de Información, Ingeniero Jorge Alberto Arias Tobar y la Secretaria General, Doctora Ruby Santizo de Hernández, con el objeto de celebrar el **ACTO SOLEMNE DE INVESTIDURA PROFESIONAL DEL BACHILLER EN CIENCIAS Y LETRAS CON ORIENTACIÓN EN COMPUTACIÓN HUGO LEONEL CABRERA DUARTE**, se procedió como sigue:-----

PRIMERO: Fue introducido por su madrina la Licenciada en Mercadotecnia, Nancy Estefanía Perdomo Fajardo, a presencia de las autoridades que presiden el acto. -----

SEGUNDO: El Decano informó que el **BACHILLER EN CIENCIAS Y LETRAS CON ORIENTACIÓN EN COMPUTACIÓN HUGO LEONEL CABRERA DUARTE**, cumplió con los requisitos legales para optar al grado académico y título profesional respectivo.-----

TERCERO: El **BACHILLER EN CIENCIAS Y LETRAS CON ORIENTACIÓN EN COMPUTACIÓN HUGO LEONEL CABRERA DUARTE**, prestó el juramento respectivo y protestó cumplir sus deberes con la Universidad y los que el ejercicio de su profesión le imponen, por lo que el Rector le confirió el grado académico de **LICENCIADO EN INGENIERÍA EN SISTEMAS DE INFORMACIÓN Y CIENCIAS DE LA COMPUTACIÓN Y EL TÍTULO PROFESIONAL DE INGENIERO EN SISTEMAS DE INFORMACIÓN Y CIENCIAS DE LA COMPUTACIÓN**, y fue vestido con el atuendo universitario. La ceremonia concluyó a las dieciocho horas, firmando la presente acta las autoridades intervinientes. Firmas ilegibles”.-----

Y para los usos que al interesado convengan, extendiendo, firmo y sello la presente certificación en la ciudad de Guatemala, a los seis días del mes de octubre del año dos mil quince.-----



Dra. Ruby Santizo de Hernández
SECRETARIA GENERAL

FACSIMIL AUTORIZADO
SECRETARIA GENERAL
Punto Resolutivo 5.02, Acta 27-15,
20 de abril de 2015



SECRETARIA
GENERAL

Vo.Bo.


Dr. Alvaro Rolando Torres Moss
RECTOR



RECTORÍA

FACSIMIL AUTORIZADO
RECTOR
Punto Resolutivo 5.02 Acta 27-15
20 de abril de 2015

Rs.7921/10102015

La Universidad Mariano Gálvez de Guatemala



Por cuanto:

Hugo Leonel Cabrera Duarte

ha llenado los requisitos legales para optar al título de

**Ingeniero en Sistemas de Información
y Ciencias de la Computación**

Por tanto:

Se extiende el presente Título que le acredita como miembro de la Facultad de

Ingeniería en Sistemas de Información

Y le autoriza para el ejercicio de la profesión correspondiente
con los honores y preeminencias debidas.

Dado en la Ciudad de Guatemala, a los seis días del mes de agosto
del año dos mil once.



Rector
Rector

[Signature]
Decano de la Facultad de
Ingeniería en Sistemas de Información



[Signature]
Secretaría General

Superintendencia de la Administración Tributaria
Intendencia de Recaudación y Cobro

Cifera/Agenda Tributaria: 5240225 R

Nit del Contribuyente: 2740225 R Impuesto Cancelado: 100.00

Banco: CAF SAT-100: 4100 625774

Fecha de pago: 08-01-2012

Fecha: 09-01-2012

RECAUDACIÓN
DE RECIBOS
DE PAGOS



"Universidad Mariano Gálvez"

Registrado el día de hoy

bajo el número 15878

Fecha Guatemala, 08-01-2012

1.) [Signature]
Dirección General de Registro

[Signature]