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| **Objective**  IT Professional seeking a position to support all IT needs and to be able to contribute to the success of the business utilizing years of working experience. |
| ***Professional Experience***  ***Sr. Systems Analysts*** *XP Power LLC 2006 – 2020*   * I was responsible for all the information technology requirements for the Tustin office. * XP Power is a global company with offices in different countries and continents around the world. All offices are part of the same Active directory domain. As a member of the Information technology group I managed the MS Windows Active Directory for my Site and other sites when System Analyst colleagues need my support. Among other tasks my Active Directory responsibilities included installing and configuring domain controllers, DNS and other type of servers. I also managed users and Groups, Created Organizational Units to assign File servers' shares and permissions. I wrote Group Policies to map network drives to file server shares and to distributed software and to enforced computer settings. ETC. * I Installed and configured DNS servers for LAN and Internet bound traffic. I also used the DNS + IIS to restrict access and log traffic bound to bogus websites. I did this before we deployed the Meraki MX80 appliance. * MS IIS and SQ servers: Early in my tenure management asked me to find a way to facilitate collaboration between my office and the other offices in different parts of the world. I deployed a Microsoft IIS server and a MS SQL server. I then started developing a number of Websites for different departments in the company. For the Document control department, I developed the documents control library which enables access to released blue prints and drawings for all the company offices in the world. I also develop the Serial Log recording for Manufacturing. For the Test department I developed the Test Results viewer for Advance Test Equipment. For the Safety department I developed the Safety certification database. The websites I developed are search engines for the databases that each department maintains. Some genera reports, others generate content lists that allow uses to find and download drawings, specifications and reports. * I purchased and installed a robust server to be a MS Hyper-V server. I converted and moved some of our servers to Virtual. * I managed the company license servers and maintain license compliance for programs such as SolidWorks, PTC Mathcad, Autocad, Mentographics PADS, Adobe Acrobat, MS Office, ETC * In managed the users and security of Vault and Visual SVN our Version Control servers. Version control servers are crucial for programmers. * I managed my office’s Meraki always aiming for performance, security and zero downtime. Some of the features I manage routinely are: Site to site VPN, Client VPN, Port forwarding, outbound and inbound ports restrictions. I also maintain a list to restrict access to sites, content and countries. I managed the NAT rules for servers that serve content on the Internet or remote offices. I also managed Meraki MR53 Wi-Fi network AP and deploy according to recommended heat map. ETC. * I monitored and ensure network security using Meraki, GFI Languard, Sophos, MS Defender, Windows Firewall and other means. * Managed license compliance and software inventory using GFI Languard. GFI among other functions is also useful to manage hardware inventory and patch managements. * I managed the company’s VOIP. Some of the tasks include configuring telephone hardware telephone user’s profile, routing, Follow me settings, Faxing, messaging. Also handled the direct dial pool of phone numbers and extension assignments as well as restrictions. * I managed the Building security using a web console. Some of the tasks included but are not limited to configuring the building alarm profiles. I was also responsible for managing building access. I managed door zones and schedules and assigned Door cards and Fobs according to each user’s access level. Also monitored access and generated access reports. * I have used different backup software and methods but the latest one is Barracuda cloud backup. I used Barracuda to run backups all the servers daily. I have used Barracuda to restore full backups of crashed servers to new hardware. I used Barracuda often to restore folders or data that was deleted or changed by mistake. I also used Barracuda regularly to for my disaster recovery simulations. As an extra precaution I also use Robocopy to sync data to external USB backup. * I conducted disaster prevention routines monthly. I also conducted disaster recovery simulation and document disaster recovery procedures quarterly. * I managed the day to day network operations and routinely install MS Windows and Linux servers on different hardware brands and builds. HP, DELL, and in house-built server hardware. * I worked with hardware, software and service vendors to negotiate contracts pricing and discounts to save some money for the company. * I was in charge of the desktop hardware refresh and I work with vendors to obtain the best prices and discounts for computers and network devices such as printers, copiers, scanners * I was part of the team that coordinated the move of my office a couple of times in the last 14 years. I worked with vendors a and builders to install Cat5 cable if the building. I wrote the specifications for the server room location and layout. I also moved all my servers, switches, copiers and all network equipment to the building * Coordinated computer hardware refresh, implemented the refresh schedule also defined hardware specifications and purchase computers based on workload and work type for the different departments of the company. * I maintained schedules for Server backups, computer and network hardware upgrades, Software Upgrades/support, user trainings, Obsolete computer equipment recycling. * I configured the company’s conference rooms with conferencing telephones and audio equipment. For displays I installed Television and projectors and everything needed for conducting meetings with users and clients in remote offices as well as local audiences. * During my tenure I supported different ERP Systems. ERP systems such as Cetec, 4Shift and SAP and the current one is S4/Hana. I manage users and permissions for the different modules and functions of each of those systems. * I worked with most of the important brands of security and virus protection software however my favorite one Sophos. Sophos is cloud based and managed. That allowed us to manage Sophos for the company worldwide. Once Sophos is deployed to a computer, I can from Sophos Central control different aspects of the computer security. For example, I can restrict access to sites, access USB ports, CD drives, ETC. * I worked with MS Office 365 Admin daily. This includes allocating licenses (E1, E3, Audio Conference, Project, ETC). In Office 365 I use Exchange to manage user’s mailboxes, Mail storage quota, mailing rules, forwarding rules and shared mailboxes. ETC. In Office 365 Admin and implemented Multifactor authenticatio(MFA)settings for each user. * Basic knowledge of SharePoint administration * Domino server administrator and Lotus Notes specialist. We used Lotus notes before we migrated to MS O365. * Experience installing, configuring and Managing Linux File servers. We used Linux servers for a number of years before we migrated to a full MS windows environment. * Migrated users and computers from a company acquisition to the company Active Directory domain. * Remote user support using tools such as TeamViewer, Remote Admin, MS Teams, Remote desktop, Skype for business.   ***Please note that the line items mentioned below are from my previous jobs and some have become obsolete. I am keeping them on my resume to use them as a reminder of what IT was some time ago.***  **IT Systems Specialist** Rockwell Collins, Irvine, CA 2000–2006   * Member of the MIS team. Supported 250 users (Windows 98, NT, 2000 and XP environments). * Installed, configured and managed Windows 98, NT, 2000 and XP workstations. * Managed Active Directory users and computer accounts for the local OU. * Created Group Policies for software distribution, security and custom system settings. * Completed the company’s PC hardware refresh program to comply with the deployment of Windows XP. * Beta tested all the business applications and in house-built programs for compatibility with Windows XP. * Migrated Windows NT to XP on all the company’s desktop PCs after completing the PC hardware refresh program and the business software compatibility test. * Configured and managed Windows 2000/2003 File and application servers. * Configured and managed Windows 2000/2003 Backup servers. * Managed Microsoft Exchange 5.5 server and exchange clients on desktop PCs. * Managed backup operations using Legato, Veritas, and Seagate backup. * Managed data warehousing (Hard drive quotas on user’s home directories). * Installed UPS devices. * Implemented UPS messaging, monitoring and web management. * Configured Remote Access services. * Provided technical support for remote users. * Installed and configured Network devices (Switches, Hubs, Network cards). * Managed network budget and evaluated and purchased hardware. * Diagnosed equipment operating problems and made required repairs. * Performed preventive maintenance on desktop computers and servers. * Made recommendations concerning IT device replacement or modifications in order to lower maintenance costs and/or improve capabilities. * Established and maintained spare-parts inventory. * Created and maintained up-to-date records of all equipment manuals, specifications, parts, and addresses of manufacturers. * Created and maintained records on each machine. * Listed proper maintenance procedures and dates of maintenance and repairs. * Provided engineering support for the data infrastructure of the company. * Maintained and supported the growth of existing routed and switched networks at local and remote offices. * Maintained network documentation and procedures. * Provided administration of TCP/IP network, and NT domain administration. * Performed troubleshooting, cabling and configuration of computers and printers in a LAN environment. * Investigated and resolved user's computer software and hardware problems by performing Installation, configuration and troubleshooting of personal desktop and laptop computers within the organization. * Responded to the needs of individuals concerning their computer hardware and software requirements and recommended solutions based on corporate standards. * Helped build network servers and worked on special projects as assigned.   **Network Administrator(Principal)** Formulated Sciences Lake Forest, CA 1999–2000   * Managed Local Area Network and supported 30 local users and 10 remote users (Windows 98, NT). * Provided administration of TCP/IP network and NT domain. * Installed configured and managed Windows NT, IIS, DNS, File, Application, Print, and PDC servers. * Created and Maintained network documentation and procedures. * Performed troubleshooting, cabling and configuration of computers and printers in a LAN environment. * Managed web-folder security, content and space allocation for data center. * Managed RAS server and remote users. * Managed Microsoft Exchange 5.0 server. * Participated in programming and designing the company’s Website. * Configured and managed Windows 98/NT/2000/XP. * Designed a work order queuing system that allowed each of the departments to implement their own logic for how to handle different work orders. * Developed ASP pages that interfaced with an access database of products to create dynamic web content. * Managed AMANDA the telephone and voice mail system * Developed an ASP utility to allow site administrator to view statistics, update content, and manage site.   **Skills**  **Proficient with, but not limited to:**   * MS Active Directory * MS Share Point Administrator * MS Office 365 Administrator * Sophos * Building security and access software * TCP/IP tools (ping, nslookup, net use, net view, route etc.) * NTFS security, share security, internet security. * Barracuda, Backup exec, Veritas, Seagate backup * MS Terminal server * MS Outlook * HTML, ASP * Front Page 2000 * PC hardware * Adobe Photoshop * Adobe Illustrator * Video hardware and software (projectors, video cards, special conference equipment) * Ethernet wiring, Network Devices (Switches, Hub, network cards). Network diagnostic and wiring tools. * MS Windows 7 Pro, MS Windows 10 Pro, Mac * MS Servers. IIS, DHCP, DNS, Domain Controllers, Terminal servers, SQL Servers. * Basic knowledge of Visual Basic * Web developing, using Active server pages scripts and HTML. * Cisco Meraki tools that include firewall, Site to site VPN, Client VPN, Inbound and outbound traffic control. * Good communication and customer service skills   **Languages**   * Fluent in English * Fluent in Spanish * I understand French and can carry basic conversations.     **Education**  1994–1999 Santiago College Santa Ana, CA   * Information systems certified professional.   1998-1999 California Learning Center Tustin, CA   * Computer Science/Information system advanced Curriculum.   1984-1988 CBTA Mexico   * Agronomy technology.     **Credentials**   * Microsoft Certified Systems Engineer (MCSE). * A+ technician certificate. * Management Information Systems Certificate. * Agro/biology technician certificate.     **Interests**  I am a cyclist; I ride an average of 3 time per week. I ride my mountain bike and I find that very exciting. Ridding my bicycle in the mountain helps me to be alert and fit. I also love to ride my Road bike. I have all kinds of fun with my Road bike. I can test my endurance when I ride long distances as well my speed during race competition. I also enjoy hiking with my wife and our dogs. |