**Enrico Garcia**

Hawthorne, CA 90250

| m: 424 386 6341 | e: enrico1219g@gmail.com | www.linkedin.com/in/enricocgarcia1219 |

**CORE COMPETENCIES**

Hardware Configurations• Operating System Installation • Technical Troubleshooting

TCP/IP Communications • Windows and Linux Filesystems Navigation • Directory Services

Infrastructure Server Management • User Training & Support • Preventative Maintenance

Documentation & Reporting • Microsoft Office 365 Deployment and Administration • Leadership and Personnel Management

**EDUCATION**

**Google IT Support Professional Certificate** **•** January 2021

* Skill development experience includes:
* **Technical support:** installing & configuring computer hardware, software, and networks
* **Computer networking:** standard protocols for TCP/IP and network services (e.g., DNS)
* **Operating systems**: creating users, groups, and permissions for account access & installing, configuring, and removing software on Windows and Linux operating systems
* **Systems administration:** server management and user & information management
* **IT security**: evaluating potential risks and utilizing encryption algorithms and techniques

**MFI Foundation, Inc. •** Systems Developer Course **•** October 2015

* **Industrial Technician Program in Computer Hardware Servicing NC II:** computer hardware maintenance
* **Database Management:** creating database infrastructure and administration (Oracle, MySQL, MS Access, Windows Server 2000)
* **Programming :** coding in C++, Java, .Net
* **Web Development:** HTML, PHP, Javascript

**PROFESSIONAL EXPERIENCE**

**Warehouse Lead •** *Commodity Forwarders Inc., Los Angeles* 07/18 – Current

* Works with a team of 10+ people to prepare and ship out 15+ orders (worth 2000lbs-6000lbs) for clients meeting their specifications and quality control standards.
* Collaborate with other departments from receiving and dispatch to make sure orders come in and are sent out on time.

**Systems and Data Analyst •** *Allphones Philippines, Pasig City, Philippines* 07/15 – 02/16

* Accountable for maintaining key business applications and systems such as redoing how scripts ran from a 24 hour cycle, into 6 hours, including redoing some hacks to improve data integrity and make it comply with MySQL standards for format and procedure.
* Manage hardware, and a server migration from Windows to Linux, and deploy software updates.
* Developed a website to make data about the company that was utilized by managers to analyze and track performance, and detect fraud and errors.

**Intern - MIS Dept. •** *MFI Foundation, Inc., Pasig City, Philippines* 06/14– 09/14

* Developed a .Net application for the company and the management of its database.
* Served as the first contact point for IT support for 5 departments with 30+ employees.