

CHRISTIAN PATRICK N. PAEZ

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Career Objective

Dedicated and detail-oriented IT Assistant with 6 months of experience providing technical support across hardware, alarm systems, CCTV, and POS systems for company stores. Seeking to contribute my skills and knowledge to ensure efficient IT operations and enhance overall business productivity.

Personal Information

Birth place: Quezon City

Sex: Male

Birth date: November 09, 1998

Nationality: Filipino

Civil Status: Single

Work Experience

IT Assistant

Pandayan Bookshop Inc.

Sep 2022 – March 2023

- Provided on-site support for IT hardware, including computers, printers, and networking equipment.
- Assisted in the installation, maintenance, and troubleshooting of alarm systems, CCTV, and POS systems across multiple company stores.
- Conducted regular audits of security systems to ensure proper functionality and identify potential vulnerabilities.
- Collaborated with store managers to address their specific security and POS needs, resulting in increased operational efficiency.
- Created detailed technical documentation for system configurations, troubleshooting procedures, and user guides.

IT Support Intern

Benby Enterprises Inc.

Dec 2019 – March 2020 (388 Hours)

- Assisted in diagnosing and troubleshooting hardware and software issues for employees.
- Installed and configured operating systems, software applications, and drivers.
- Provided IT support to users via email, phone, and in-person, ensuring timely issue resolution.
- Helped maintain and update IT documentation, including inventory and technical procedures.

Seminars Attended

Linux System Administration - Mnet IT Solutions (5th of May, 2021)

Cisco Networking/Security Seminar -Rivan Technology Institute (23rd of October, 2019)

Network, Cyber Security and Windows Server Seminar - Rivan Technology Institute (1st of August 2018) Computer Engineering Network Seminar - STI College Novaliches (Academic Year 2018)

Active Directory and IT Infrastructure - STI College Novaliches (Academic Year 2018)

Internet of Things - STI College Novaliches (Academic Year 2018)

Latest Career Insight and Trends of Computer Engineering - STI College Novaliches (Academic Year 2019) The Ubiquity of the Internet of Things - STI College Novaliches (Academic Year 2019)

Network Infrastructure Security - STI College Novaliches (Academic Year 2019)

ICT Exhibit: Synthesis • Tenacity • Insight Empowering the Nano Race - STI College Novaliches (Academic Year 2019)

Academic Background

College: STI College Novaliches
Bachelor of Science in Computer Engineering
Graduated (Batch 2020)

Skills

- Hardware Support and Troubleshooting
- Alarm Systems Installation and Maintenance
- CCTV Setup, Monitoring, and Maintenance
- POS Support for Company Stores
- Technical Documentation
- Problem-solving
- Customer Service
- Communication Skills
- Inventory Management

Technical Proficiency:

- Security Systems: Hikvision Security Camera System and HA-268 (8 Zones) Alarm Control Panel
- POS Software: Microsoft RMS: Retail Management System and LS Retail
- Operating Systems: Windows
- Networking: TCP/IP, LAN configuration
- Tools: Microsoft Office Suite, Teamviewer

Organizational Experience Background

Organization Member - Institute of Computer Engineers of the Philippines (ICpEP) - (2017 – 2020)
Organization Member - Association of Computer Engineering Students (ACES) (2016 – 2020)

References

- Charles Abrahm Javier
Mizuho Bank Ltd., Manila branch. - Senior Software QA analyst
09380794448

-Cristina Callanga
Benby Enterprises Inc. – Accounts Payable Associate
09178583968