**­GERARD R. SINGIAN**

**#241 Nueva Victoria Mexico, Pampanga**

**+639650695254**

[**singian28@gmail.com**](mailto:singian28@gmail.com)

**OBJECTIVES**

Seeking a challenging career with a progressive organization that provides an opportunity to capitalize my technical skills & abilities in the field of Information Technology (IT).

Exceptional level of versatility, demonstrating strong analytical and problem solving skills, computer proficiency and with intensive exposure to various system and software applications

**WORK INVOLVEMENT:**

October 2017 – Present

• **MIS, IT Specialist– O&G Leather Manufacturing Corporation | Philexcel Business Park, Clark**

**Freeport Zone**

* Responsible for installation, setup and maintenance of hardware, and software infrastructure, assist all employee concerns, and flexible working as technical and Programmer.
* Developed a Web Based (**Admin Policy Portal & Procedures & MISDocuwiki**)
* Contributed to overall project plans in compliance with established procedures and standards as well as provided support and error resolution for developed desktop applications or web applications.
* Create, maintain and report on the overall daily technical reports, weekly and monthly hardware/software reports, printing reports and user information report for workstation status.

• On **the Job Training**

- Pampanga High School

- High School Boulevard, San Fernando, 2000 Pampanga

- 500 hours

**PERSONAL DATA**

Date of Birth: January 18, 1997

Place of Birth: San Fernando Pampanga

Gender: Male

Nationality: Filipino

Status: Single

Height: 5’9’’

Weight: 70 kg

Religion: Catholic

Language Spoken: English/Tagalog/Kapampangan

**QUALIFICATIONS**

* Positive, goal oriented, and flexible
* Willing to learn from others
* Capable of speaking both Filipino and English
* Good leadership , Fast Learner

**Technical/Software Skills**

* **Operating System**
  + Installation and configuration of operating systems (Windows Server 2012 R2, XP, 7, 8,10 Basic Mac OS)
  + Set up and Installation Domain and Domain Controller
  + Configuration of Active Directory and Group Policy
  + PFsense Firewall
* **Multimedia and Graphics**
  + Adobe Photoshop.
  + Windows Movie Maker, for movie making and editing.
  + Basic knowledge in Macromedia Flash Adobe Flash cs6
* **Programming Languages** 
  + programming such as Visual Basic 6,Vb.net C++, HTML, CSS, PHP, Basic JavaScript& Bootstrap C#
* **Hardware/Software** 
  + Knowledgeable of Desktop environment, applications
  + Computer hardware assembly, Cloning, Image deployment, BIOS setting, Virtual Machine, HyperV and Vware etc.
  + Troubleshooting of hardware and peripherals.
  + Knowledgeable in MS Office, King Soft Office.
  + Knowledgeable Installing and Troubleshoot CCTV, DVR.
  + Troubleshoot Printer Samsung Printer, and larger format IPF 815 Printer, Cutting Plotter F8600, c3525 Canon Printer.
* **Database Management**
  + Database Access, SQL Express, MySQL
* **Network Administration**
  + LAN/WAN/MAN configuration cabling, crimping, routing and subnetting
  + Wireless Access Points Configuration and Installation
  + Routers and Access point configuration

**EDUCATIONAL ATTAINMENT**

**Tertiary**

Bachelor of Science in Information Technology

Don Honorio Ventura Technological State University

Bacolor Pampanga

2013-2017

**Secondary**

St. Joseph’s Academy

San Antonio, Mexico Pampanga

2009-2013

**Primary**

Nueva Victoria Elementary School

Nueva Victoria Mexico Pampanga

2003-2009

**SEMINAR**

2D Game Art and Production

Don Honorio Ventura Technological State University

Bacolor Pampanga

March 17, 2014

Android Development

Don Honorio Ventura Technological State University

Bacolor Pampanga

March 13, 2015

Pre-Employment Seminar

Don Honorio Ventura Technological State University

Bacolor Pampanga

February 21, 2017

**CHARACTER REFERENCE**

Jerwin Ibanez

**MIS,Officer in Charge**

O&G Leather Mftg. Corp

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*I hereby certify that the above details and information are true and correct to the best of my knowledge and ability.*

**GERARD R. SINGIAN**