DANICA MAE DE GUZMAN

TECH SUPPORT & NETWORKING | WEB DEVELOPER | UI/UX DESIGNER

CONTACT

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in Danica Mae De Guzman

📍 Lucena City, Quezon, Philippines

SKILLS

Hardware & Software Troubleshooting
Network Configuration (TCP/IP, DNS, DHCP)
Basic knowledge of Linux & VMware
File Sharing & Basic Server Access
System Maintenance & Virus Removal
Router & Network Device Setup
Website Maintenance & CMS Management
SQL/Database Administration (MySQL)
HTML5/CSS3/JavaScript
PHP (Basic)
UI/UX Design (Figma, User-Centered Design)
Python (Basic Scripting & Automation)
Problem Solving & Technical Documentation
Proficient in MS Office (Excel, Word, PowerPoint)

EDUCATION

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

DALUBHASAAN NG LUNGSOD NG LUCENA
(FORMERLY CITY COLLEGE OF LUCENA)

June 2025

CERTIFICATIONS

CERTIFICATE OF COURSE COMPLETION

Cisco Networking Academy

Introduction to CyberSecurity

Issued: Feb 2024

Networking Basics

Issued: Dec 2024

PROFILE SUMMARY

Versatile and detail-oriented IT professional with hands-on experience in technical support, network administration, and web development. Proficient in web design, networking, and data analytics, gained through academic projects and internships. Equipped with basic knowledge of Linux environments and VMware virtualization platforms, and highly skilled in using Microsoft Office tools for documentation and reporting. Adept at solving technical issues, managing digital assets, and contributing to tech-driven process improvements.

INTERNSHIP EXPERIENCE

Tech Support & Networking Intern
Equity Land Realty Development Inc.

Jan 2025 – May 2025

Provided comprehensive IT support and participated in system and network maintenance to enhance internal operations:

- Resolved hardware, software, network, and email issues, improving user satisfaction and reducing downtime.
- Managed website files through hosting panel; updated CSS and integrated footer security elements (e.g., SiteLock license).
- Configured Outlook IMAP accounts and set up secure email logins using privateemail.com.
- Installed licensed security and productivity software; prepared new laptops with standardized network settings.
- Supported HR team by managing Outlook accounts, system file access, and encoding employee data.
- Created user/admin guides to support HR software training and onboarding.
- Maintained accurate IT inventory logs and performed data entry using Excel.
- Conducted preventive maintenance on system units, including OS installation, hardware repair, and malware removal
- Performed network tasks such as RJ45 crimping, IP configuration, and virus scanning.
- Designed visual assets (e.g., ID layouts) using Canva; assisted with printer maintenance and system updates.

PROJECT HIGHLIGHTS

Iron 59 Glass and Aluminum Works
Role: UI/UX Designer & Full-Stack Developer

(2023-2024)

Led end-to-end system development to improve supplier selection, production planning, and sales analytics for a glass and aluminum business:

- Cost Reduction: Optimized raw material usage, reducing costs by 15% (~₱150K).
- Revenue Growth: Integrated sales analytics, projecting a 25% increase (~₱250K) during peak periods.
- Efficiency Gains: Enhanced project management tools, improving on-time delivery accuracy to 90%.