IT Specialist IT Specialist IT Specialist Work Experience IT Specialist FUTREND TECHNOLOGIES, INC - Rockville, MD March 2018 to August 2019   In-charge of company's hardware inventory   Set up and install various hardware and software programs   Troubleshoot issues on hardware and software programs   Manage Windows Server 2008 domain and active directory   Manage Microsoft Silver Partner subscription, benefits, renewal and other process   Manage Office 365 accounts, active directory, access and policies   Manage the SharePoint site collection designs, access and policies   Manage VOIP and chat service through Microsoft Teams/Skype-For-Business service   Oversee company eDiscovery tools searches, network traffic and security   Utilize PHP and PowerShell scripts for automating policies and procedures   Create and maintain sandbox virtual machines through Azure and VMware   Utilize Jenkins for scheduling tasks and script jobs   Monitor and resolve IT helpdesk requests and issues   Analyze & develop security web-based records to track issues   Provides IT support both remote and/or desk side to staff   Oversee file server backups, execute required repairs & maintenance   Plan and facilitate staff training on various IT services   Oversee accounts, software and hardware for on and off boarded users   Office facility support and supply management   Supported with various administrative tasks such as proposals and more Web Developer INTEGRAL HEALTHCARE FOUNDATION - Vienna, VA July 2017 to December 2017   Analyzed & planned the design based on set concepts   Conceptualized the design & developed the web site   Launched the site & responsible for maintenance   Monitored & recorded the website traffics & analytics   Responsible for the web site upgrade & development   Resolved technical issues as necessary   Provide status update to management Intern FUTREND TECHNOLOGIES, INC - Vienna, VA June 2014 to August 2014   Responsible for the office fixtures & lay out of the annex office site   Assisted in the IT set up & internet access   Monitored & initiate tracking for maintenance requirements   Responded to customers queries   Performed other administrative tasks with the use of Microsoft Outlook, Access, and Excel   Technical Inventory: C, HTML5, CSS, Visual Basic, UNIX, SQL, MySQL, PHP, Adobe's Coldfusion, PowerShell, SysInternal Tools, Microsoft Office 365, WireShark, Cisco IOS, Cisco Meraki, Microsoft SharePoint, Microsoft Azure Virtualization Tools, Azure Active Directory, Windows

Server Active Directory, Windows Server 2008, VMware, vSphere EXSI, Creo Parametric Education Certificate Montgomery College - Germantown, MD June 2019 to Present Certificate Montgomery College - Rockville, MD March 2014 to March 2017 Associates of General Engineering in General Engineering Montgomery College - Rockville, MD March 2013 to March 2017 BS in Electrical Engineering University of Sto - Manila June 2011 to January 2012

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