

# CHRISTOPHER R. DE LA CRUZ

## BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

### CONTACT

0930-1217-388

ctrdlz.work@gmail.com

<https://ctrdlz.github.io/portfolio>

Santa Mesa, Metro Manila

### SOFT SKILLS

Fast Learner

Analytical skills

Team player

Motivated

Technical Proficiency

Adaptability

Willingness to Learn

Leadership

### EDUCATION

#### BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

#### DALUBHASAAN NG LUNGSOD NG LUCENA

2019 - 2023

with Academic Distinction  
Class President - 2nd Year to 4th Year  
IT Paradigm - Vice President

#### GENERAL ACADEMIC STRAND

#### TALIPAN NATION HIGH SCHOOL / SHS

2017 - 2019

Class President - Grade 11 to Grade 12  
Champion - Documentary Film

### WORK EXPERIENCE

#### TECHNICAL OFFICER

Silverback Disruptives Web Design

2023 - ON GOING

##### Network Setup and Maintenance

- **Setup LAN Cable** - Laying out and configuring Local Area Network cables.
- **DHCP Configuration** - Setting up Dynamic Host Configuration Protocol to assign IP addresses automatically.
- **Maintaining Network Attached Storage (NAS)** - Managing storage devices connected to the network.
- **Maintaining Network Printer** - Ensuring the functionality and connectivity of network-connected printers.

##### Security and Surveillance Installation

- **CCTV Installation** - Setting up closed-circuit television systems for monitoring.
- **Setup Biometrics for the Employees** - Implementing biometric systems like fingerprint or facial recognition for secure access.

##### Software and Hardware Management

- **Installation & Configuration of a Company's Computer Hardware and Software Operating System and Application** - Setting up computers and installing necessary software.
- **Diagnosing and Solving Hardware or Software Faults** - Troubleshooting and fixing issues with computer systems.
- **Testing and Evaluating New Technology** - Assessing new technological tools and systems for potential adoption.
- **Designing, Developing, and Maintaining Equipment and Infrastructure** - Overseeing and upgrading technical equipment and infrastructure.

##### Email and Domain Services

- **Creating Dreamhost Mail / Register Domain** - Setting up email services and registering web domains through Dreamhost.
- **Setting up Gmail for Email for Employees** - Configuring Gmail accounts for company employees, including domain integration and email client setup.

##### Website and E-commerce

- **Maintaining/Modify Shopify Store Website CRUD** - Handling Create, Read, Update, and Delete operations on a Shopify e-commerce platform.
- **Developing a Website** - Building and coding websites from scratch or modifying existing sites and handle database

##### User and Client Management

- **Managing User Account for the Employees** - Administering profiles and access for company employees.
- **Providing High-Level Technical Support and Advice for Employees, Customers or Individuals in Need of Assistance** - Offering expert tech support and guidance.

##### Form and Data Integration

- **Creating a Typeform for the Client** - Designing custom forms using Typeform for client engagement.
- **Automations Typeform to HubSpot** - Automating data transfer from Typeform entries to HubSpot CRM.

##### Advanced Technical Implementations

- **API** - Integrating Application Programming Interfaces for various applications and tools.

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## HARD SKILL



## WORK EXPERIENCE

### ADMIN TECH [OJT]

METROL LUCENA INTEGRATED LEARNING CENTER

2023

#### Technical Support and IT Services

- Computer Hardware Replace Parts - Replacing hardware components of computers.
- Technical Support for Teacher / Microsoft Office and Computer problem - Providing technical assistance with Microsoft Office and resolving computer-related issues for teachers.

#### Academic and Administrative Support

- Encode Grades of the Student - Inputting student grades into a computer system for recordkeeping.

#### Audiovisual Support

- Sound Operator - Operating sound equipment for events and activities.
- Setting up Projector for School Activities and Event - Installing and configuring projectors for school events.

#### Graphic Design and Creative Services

- Design/Layout Poster for the School Event - Creating visual materials for school events.
- Design for Ribbon for Awardees - Designing ribbons for award recipients.

#### Web Development and Marketing

- Developing Landing Page/Dashboard Website for the School for Advertise - Creating websites or landing pages to advertise school events or activities.

## CERTIFICATE/SEMINAR/WEBINAR

### The Creative Path of UI/UX:

2020

A glimpse of the Interface Design in Technology

### DICT Tech Trend: Internet of Things

(Basic Session)

2022

(Advance Session)

2023

### CISCO Networking Academy

2023



Scan to Verify



Scan to Verify



Scan to Verify

## REFERENCES

### Peter Adofina

IT Supervisor

☎ 0956-541-1823

### Pelita Yayain

Municipality Midwife

☎ 0998-246-1244

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