

CHRISTOPHER R. DE LA CRUZ

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

CONTACT

0930-1217-388

ctrdlz.work@gmail.com

Santa Mesa, Metro Manila

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

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Municipality Midwife

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