

Dean Unix T. Ipanag

System Administrator | Clearance holder | Veteran

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<https://portfolio.deanunix.com>

EXPERIENCE

System Administrator | Segue Tech, Pentagon

JUNE 2018 - PRESENT

- Install, maintain, and upgrade software/hardware to support the Air Force Manpower and Execution System (MPES)
- Monitor, evaluate, and strengthen systems to comply with cybersecurity and DoD security requirements (STIGs, SCAP)
- Utilize ACAS (vulnerability scanning tool) reports to address system and software vulnerabilities, to include patching software and editing the registry
- Configure and maintain antivirus software
- Manage and maintain 24 Windows Server 2012 instances, including system configuration, OS updates, firewall configuration, and patch management
- Handles website certification process
- Schedule, verify, and conduct full system backups
- Document all system changes as part of the Change Management process
- Utilize JIRA to document and log all performed tasks

IT Specialist | K Force, Walter Reed NMMC

MARCH 2018 - MAY 2018

- Prepare, deploy, and maintain IT assets for DHA users which include, but is not limited to, cable Installation, setting up of IT equipment and configuring software
- Train end-users how to setup and use new technologies
- Monitor and evaluate systems compliance with IT security requirements
- Administrative tasks using ARS and LANDESK ticketing system
- Image computing equipment for large migration project to comply with DoD security guidelines
- Troubleshoot software, hardware, and network issues
- Document and update Standard Operating Procedures (SOP) based on daily operation and input from team lead and management
- Administer user accounts through Active Directory

IT Asset Manager | CWPS, U.S. Coast Guard HQ

JUNE 2016 - MARCH 2017

- Control of IT asset and generate documentation of asset related reports
- Monthly and Annual asset inventory. Update related database utilizing WASP
- Manage an orderly process for classified equipment disposal

SKILLS

- System Administration
- Python
- Linux
- Customer Service

CERTIFICATES

- CompTIA Security+
- AWS Cloud Practitioner

LANGUAGES

- English
- Tagalog

- Daily imaging of Microsoft workstations and migrating to Windows 10
- Use remedy to keep track of work orders related to IT assets

Courier | Fedex

OCTOBER 2012 - AUGUST 2014

- Responsible for picking up and delivering packages at homes and businesses
- Operate route efficiently by managing my schedule to ensure timely pick-ups and delivery
- Maintain a professional and good relationship with clients by providing excellent customer service

Battalion Supply Specialist | U.S. Army

NOVEMBER 2008 - JUNE 2012

- Oversee and advise company and battalion level logistics
- Receive and inspect incoming and outgoing military equipment and supplies
- Assist supervisor in performing monthly and yearly inventory of military items, which include highly sensitive equipment
- Perform clerical and administrative procedures, including assisting service members with Defense Travel System (DTS)
- Gather information and assist service members to initiate a Financial Liability Investigation of Property Loss (FLIPL) reports