



# James Miayo

## Information Technology Personnel

Tech savvy and dedicated IT Personnel with over 7 years of experience in a Networking Company. Eager to offer computer skills in both hardware and software. Currently upskilling and taking the path for professional web development to become a full-stack developer.

## Contact

### Phone

0991-378-7181

### Email

it\_jamesmiayo25@yahoo.com

### Address

363 Lanzones Ext. Napico  
Manggahan Pasig, City

## Education

2008 - 2012

**B.S. Information Technology**  
STI College - Ortigas Cainta

## Certification

2023

**Web Development 2023**  
Udemy

2023

**Data Analytics Foundation**  
DataSense Analytics

## Tech Skills

- MERN STACK - Web dev
- Database administrator
- CCTV | Network Installation
- Office 365 Administrator
- Technical Support/Repairs
  - Desktop | Laptop | Printers |
  - IP Phone | CCTV | Network |
  - Wifi | Active Directory |
  - Support Remotely
- Figma | Photoshop | Canva |
- CMD | VB 6 | VB.NET

## Experience

### 2019 - 2022

IFERN CORPORATION | Norton & Harrison Compound Sheridan  
Street, Corner Pines, Mandaluyong, Metro Manila

#### Database and Network Admin Staff

-Working with database software to find ways to store, organize and manage SQL data. Managing database access, security/integrity and backup procedure. Keeping database up-to-date, optimizing, troubleshooting, writing disaster recovery, testing and modifying database to ensure that they operate reliably.

-Installing and configuring software, hardware and computer networks and system, identifying and solving any problem that arise with computer network and systems. Maintaining existing software and hardware and upgrading any that have become obsolete. Managing and maintaining file server, IT Assets inventory. Monitoring CCTV.

### 2015 - 2019

FERN INC. | FCC Escriva Drive Ortigas Center Pasig City

#### System and Network Admin Staff

-Installing and configuring software, hardware, and computer networks and system. Identifying and solving problems that arise with computer network and systems. Consulting with management to specify system requirements and design solutions. Monitoring computer networks and systems to identify how performance can be improved. Monitoring the LAN for threats and errors. Managing and maintaining file servers. Providing network administration and support. Network and CCTV installation. VOIP Management. Active directory management. ERP system support.

### 2012 - 2015

FERN INC. | FCC Escriva Drive Ortigas Center Pasig City

#### Inventory Control Assistant

Developing, testing and implementing I-fern Warehouse Management System. Testing and implementing of ERIC ERP System. Monitoring and maintaining current inventory levels. Process purchasing order as required. Tracking orders and investigating problems. Receiving, transfer, unpacking and restocking items as necessary. Performing routine clerical duty which includes data entry. Recording purchase, maintaining database, perform physical count of inventory, reconciling actual stock count to computer-generated reports and performing miscellaneous job-related duties as assigned.

### 2012

FERN INC. | FCC Escriva Drive Ortigas Center Pasig City

#### On the Job Training (Accounting Department)

- Created Staled Check System
- Performing work as directed by supervisor

## Reference

Available upon request.