



JAYPEE M. CEPEDA

Personal Info

Phone

(+63)9509043262

Email

jmcepeda24@gmail.com

Address

B7 L20 Villa Remedios Subdivision,
Salitran II, Dasmariñas City, Cavite

Skills

Communication
Creativity
Teamwork
Leadership
Troubleshooting
Programming
Network
Decision Making
Critical Thinking
Project Management
Analysis
Planning

IT Professional with over 8 years of experience in specializing **IT Department Management** for Manufacturing companies. IT strategies at local levels. My greatest strength is business awareness, which enables me to permanently streamline infrastructure and applications. Striving to leverage my skills to the new company.

Experience

2021 - Present

MIS Supervisor

Archem Philippines, Inc.

Former Bridgestone Precision Molding Philippines, Inc.,
Rosario, Cavite

- Administering network, servers, security software's and hardware's, technical support and supervising MIS staff activities.

2017 - 2020

Senior Technical Specialist

Kaizen Internetworking, Dasmariñas, Cavite

- Assigned at Bridgestone Precision Molding Philippines.
- Troubleshooting of network switches, servers, security software's, maintaining hardware's and software's and provide technical support to the client.

2016 - 2017

Junior Technical Specialist

Kaizen Internetworking, Dasmariñas, Cavite

- Assigned to support different branches of South Supermarket and Bridgestone Precision Molding Philippines, Inc.
- Troubleshooting of hardware and software devices to the clients.
- Updating of security software's.
- Firewall monitoring.
- Networking troubleshooting

2015-2016

Document Imaging Clerk / Encoder

Kaizen Internetworking, Dasmariñas, Cavite

- Assigned in Cebu Pacific and DLSU-College of Saint Benilde Taft Campus.
- Document preparation for conversion.
- Document scanning for conversion into pdf file.
- Uploading and encoding of data into software.

Certificates

CCNA 1: Network Fundamentals (April 20, 2013)

CCNA 2: Routing Protocols & Concept (April 20, 2013)

CCNA 3: LAN Switching & Wireless (April 20, 2013)

CCNA 4: Accessing the WAN (April 20, 2013)

CUSTOMER SERVICE AWARD: Customer Hero (April 13, 2018)

TEAM RECOGNITION AWARD: BPMP Technical Team (April 13, 2018)

FEU TECHNOLOGY SUMMIT V: Harmonies of Technology (June 22, 2019)