Jane Karylle Asturias
IT PROFESSIONAL

Contact

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Education

Bachelor of Information Technology
Westmead International School
2019- 2023

Accountancy, Business and Management
Lobo Senior Highschool
2017- 2019

Technical Skills

- Networking: LAN/WAN, Network Protocols, IP Configuration, DNS, DHCP, VLANs, Structured Cabling, Network Devices Setup & Troubleshooting
- System Administration: Active Directory, Group Policy, Office 365 Admin, Windows Server, User Provisioning
- Endpoint & Security: Antivirus/EDR tools, Access Controls, Endpoint Protection, Backup & Disaster Recovery
- Support & Troubleshooting: Advanced Desktop Troubleshooting (Windows 10/11), Hardware Diagnostics, Software Installation, Remote Support (AnyDesk, TeamViewer)
- Tools & Platforms: WMS (SAP-Integrated), VMware, Disk Imaging Tools

Other: Technical Documentation, Asset Management, Basic PHP & HTML, Canva for documentation visuals

Characteristics

- Passionate and combined with a pleasing attitude
- Eagerness to learn
- Proactive and takes initiative
- Pays attention to detail
- Good communicator

Certificates

- Introduction to Cybersecurity – Cisco Networking Program

Language

- English
- Filipino

About Me

Motivated and detail-oriented IT Assistant with 2 years of practical experience in system administration, end-user support, and Warehouse Management Systems (WMS). Skilled in troubleshooting hardware and software issues, managing servers, implementing virtualization solutions, and maintaining system security and backups. Adept at supporting cross-functional teams, improving system efficiency, and documenting IT processes. Strong communicator with a proactive approach to problem-solving. Eager to contribute technical expertise and collaborative spirit to a forward-thinking IT team in a dynamic work environment.

Experience

IT Assistant   August 2023 – Present

Fujitrans Logistics Philippines Inc – Sta. Rosa City, Laguna

Key Responsibilities & Achievements

- Administer and maintain network servers, virtual machines, and IT infrastructure to ensure 24/7 system availability.
- Support incident identification, prioritization, and resolution through structured troubleshooting and escalation.
- Configure and monitor LAN/WAN connections, Active Directory, and storage systems.
- Manage database backups, file management servers, and system recovery procedures to maintain data integrity.
- Support and administer client-based IT systems, ensuring optimal performance of on-premises and cloud infrastructure.
- Implement automation scripts and batch processes to enhance operational efficiency and reduce downtime.
- Collaborate with cross-functional teams to ensure IT service continuity and compliance with security standards.
- Maintain documentation for infrastructure planning, system configuration, and IT procedures.
- Prioritize IT incidents based on business impact, aligning with IT Service Management (ITSM) best practices.

IT Associate (Internship – 600 Hours)   2022-2023

B.D. Domingo Realty & Construction Works – Taguig, Metro Manila

- Provided end-user support, software installation, and network setup assistance.
- Designed graphic materials and contributed to IT documentation.
- Assisted in troubleshooting network and hardware issues, ensuring minimal disruption to operations.