 JoHN MICHAEL P. ECHAVEZ

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# PROFESSIONAL SUMMARY

I am passionate about bridging the gap between technology and business. My strong analytical and problem-solving skills have allowed me to excel in IT consulting and address complex technical challenges.

# CORE SKILLS

* Network Administration (Routers and Switches)
* Go Programming Language (Fundamentals)
* Linux and Windows Operating Systems
* Quick Learner
* Reliable and Goal-Oriented
* Determined and Persistent
* Technical Issue Documentation

# PROFESSIONAL Experience

Jun 2021 – Jul 2023 **Information System Analyst I**

PHILIPPINE STATISTICS AUTHORITY – PSO SARANGANI

* Provided technical support for PhilSys operations using Anydesk and Rustdesk.
* Issued user accounts and login credentials to data collectors and supervisors.
* Monitored and managed the PhilSys System.
* Coordinated with service providers to resolve hardware problems.
* Addressed technical issues using a ticketing system.

Sep 2019 – Feb 2020 **Map Data Reviewer**

PHILIPPINE STATISTICS AUTHORITY – PSO SARANGANI

* Reviewed and processed integrated maps for the Census Philippines 2020.
* Delineated and merged enumeration areas for Census Philippines 2020.
* Managed IT equipment (tablets) and provided technical support for the QGIS system.

Oct 2018 – Sep 2019 **Secretary**

DADIANGAS TJ MARKETING

* Handled accounts payable and issued checks and vouchers.
* Assisted customers with product selection and purchases.
* Conducted online research to find needed information.

Oct 2016 – Sep 2017 **Finished Goods Supervisor**

Mandaue Foam Industries

* Supervised warehouse and production operations.

Feb 2016 – Sep 2016 **Fleet Admin Assistant**

JY Enterprises, Inc.

* Dispatched and monitored trucks and others company vehicles.
* Managed IT equipment and provided technical support.

Jun 2012 – Jan 2016 **Operation Assistant**

One Stop Logistics Solutions, Inc.

* Checked, monitored, and controlled inbound and outbound cargo shipments.
* Prepared waybills, SOA, and cheque preparation.
* Managed IT equipment and provided technical support for the system.

# Education

## 2007 - 2011 Bachelor of Science Information Technology (BSIT)

Ama Computer Learning Center, Inc. (ACLC)

Pioneer Ave. Barangay West, General Santos City. PH

# Internship and Training:

* TESDA Computer Hardware Servicing NC II
* OLSI Hazardous Waste Training Seminar
* PSA 2019 Integrated Manual Census Updating

# Technical Knowledge:

* Software Installation, Configuration, Repair, and Troubleshooting
* Computer Networking (Cisco Equipment’s)
* Linux and Windows Operating Systems
* Fundamentals of Go Programming Language
* Manage and keeps and track records using Git and GitHub
* Fundamentals of using CRM platform (HubSpot and Airtable)
* Fundamentals of using Adobe Photoshop and Canva

# REFERENCE

## Ismael B. Ramos, Jr. Chief Statistical Specialist

Philippine Statistics Authority – PSO Sarangani

09171294235

Arielle Dominique Guerra **PhilSys Focal Person**

Philippine Identification System – PSO Sarangani

09171294235

Kristel Joy C. Sales **Accounting I**

Philippine Statistics Authority – PSO Sarangani

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