**JOHN MARK RELLON**

*Network/System Administrator*



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7115 kalinisan St.Brgy Commonwealth Quezon City

**SUMMARY**

IT practitioner for more than 3 years. Have experience in enterprise environment. Hardworking system administrator and proficient in hardware, software and security planning. Able to select, install, configure, and manage components. Flexible schedule and adaptable approach. Knowledgeable on latest trends and technical updates available.

**SKILLS**

* Server Operating System (Windows Server 2003, 2008, 2012, 2016)
* Windows Network Load Balancing – NLB
* Windows Cluster
* Virtualization Configuration and Administration (Hyper-V,)
* Active Directory Configuration and Administration
* Office 365 Configuration and Administration
* Desktop Hardware and Software
* Desktop Operating System
* Windows Role (IIS, GPO, DHCP, DNS)
* Hardware Patching (Firmware Upgrade, BIOS Upgrade)
* Network Infrastructure
* Switching and Routing
* (CentOS 7)
* Nginx/HAPROXY
* MYSQL / MSSQL Database Management

**WORK HISTORY**

**Network /System administrator/Tech support**

New San Jose Builders Inc

Victoria Tower D   
Panay Avenue corner Timog Avenue Quezon City,

Quezon City, 1128 Metro Manila

October 26 2019, Present

**Duties & Responsibilities**

**• Provides Documentation for the Following: Network Diagram, Procedures, Daily Reports, As-Builts etc.**

**• Implementation, Configuration, Troubleshooting, Support and Maintenance of Network Equipment. (Switches, Firewalls etc.)**

**•Oversees and Implements structed cabling and Maintenance.**

**• Manages Microsoft Solutions: Active Directory, Microsoft Dynamic AX Support System.**

**• Provides troubleshooting and technical support to users and application owners.**

**• Manages Personnel account creation, termination, privileges, and outer account modifications.**

**• Coordinates with application and programming teams for software related issues.**

**• Server Virtualization such as: Hyperconverged and Hyperv**

**Experience Database Handled:**

**• Installation and maintenance of MySQL and usage of SQL Language.**

**•Create Automatic back up in Mssql server**

**•Mssql High Availability Setup (Always on availability) (Replication)**

**• Maintenance Shrink logs of the database (Mssql Server ).**

**•**Controlling and monitoring user access to the database

**Experience Network Equipment Handled:**

**•Sophos Firewall SG430**

**• Huawei S6720-30C-EL24S**

**Configured Inter Vlan set up (core)**

**• Cisco devices layer2 and layer 3**

**Configured Distribution Switch.**

**Configured vlan**

**Trunking LACP Active**

**Set up Manage vlan for telnet and ssh.**

**Configure SNMP for the switch monitoring status.(using PRTG)**

**• DGS-1210-52 52-Port Gigabit Smart Managed Switch | D-LinK**

**Configure vlan access switch**

**Configure SNMP for the switch monitoring status.(using PRTG)**

**STRUCTURAL CABLING DUTIES**

**PROJECT FINISH VS2 HOTEL**

**•**70 nodes of data Connection

**•**70 nodes of voice connection

**•**30 nodes of video for Hikvision camera

**•**APRIL 2021 to DEC 2021

**Other Handled  
 • Office 365 administrator**

**• Share Point administrator**

**• Web Server (Windows)Such as Xammp, IIS**

**• Web Server (Centos 7) Such as Nginx, configuration CI and Laravel Api configuration**

**• database Server (Centos 7) Maria Db**

**SUPPORT SEPCIALIST**

FSi Enterprise Solution, Inc

Km. 16 East Service Rd.,

#3 Felix Baes St., Perpetual Avenue,

Perpetual Village, Paranaque City 170

**March 15, 2019 to Oct 30, 2020**

**TECHNICAL SUPPORT DUTIES**

* Install and configure computer hardware operating systems and applications
* monitor and maintain computer systems ,and networks
* Talk staff or clients through a series of actions, either face-to-face or over the phone, to help set up systems or resolve issues via remote access
* Troubleshoot system and network problems, diagnosing and solving hardware or software faults
* Replace parts as required
* Provide support, including procedural documentation and relevant reports. Via Ticketing System

**STRUCTURAL CABLING DUTIES**

* Set up data Standard Connections
* Set up Cctv Connections Hikvision/access via phone

**PROJECT FINISH**

50 nodes of data Connection **Setup Paranaque branch**

Aril 2019

6 nodes of data connection and 2 **cctv connections Bacolod branch**

Feb 1 to 7 2020

**DATABASE and JUNIOR SYTEM ADMIN DUTIES**

* Configure Window Server 2012 and 2016
* Configure Active directory
* Create Organize Organization Unit and users
* Create a basic GROUP POLICY
* Deploy roles
* Configure MySQL database Server (MySQL server 5.1) and MSSql database
* Planning for back and recovery database
* Extracting data information using SQL query
* Generating Reports by querying from database as per need
* Controlling and monitoring user access to the database

**PERSONAL INFORMATION**

**Nationality** : Filipino

**Date of Birth** : September 20, 1992

**Age** : 29

**Marital Status**  : Single

**EDUCATION**

**BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY**

Villongo St. Commonwealth Qc  
June 2010 – April 2018

Science City of Muñoz, Nueva Ecija | Philippines

**HIGH SCHOOL DIPLOMA**

Commonwealth High School

June 2004 – March 2009

Ecol’s St Commonwealth Qc| Philippines

**JOHN MARK O. RELLON**

**Applicants Signature**