

# Joshua Patrick Aquino

IT Professional | Computer Maintenance Technologist I

## Details

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<https://jpva.netlify.app/>

## Skills

IT Infrastructure

AD DS

Technical Troubleshooting

Hardware and Software

Installation

Network Administration

System Upgrades and  
Maintenance

## Profile

As an IT professional with four years of hands-on experience in designing, deploying and maintain IT infrastructure. Proficient in configuration of file server, routers and other network devices. Skilled in Network cabling, troubleshooting in Hardware, Software and Computer System.

## Employment History

### Computer Maintenance Technologist I Local Water Utilities Administration

LWUA Building, LWUA-MWSS Complex,  
Katipunan Avenue, Balara, Quezon City, Philippines

March 2024 – Present

- Installing of Hardware and Software for workstations, file server and office computer.
- Maintenance and repair of office computer printers, laptops and UPS.
- Assist Administration in managing agency GovMail domain.
- Technical Support to top management, assist during board meetings.
- Resolve technical issue with biometrics system to ensure optimal functionality.
- Configure access point and access controller.
- Assist Administration in managing in Firewall.
- Network cabling installation, termination and maintenance including CAT5e and CAT6e.
- Configuration routers to establish and maintain communication between networks, ensuring efficient data transmission.
- Assist the Information Technology Officer I in network design, planning, operation, and security management.
- Identified hardware failures through testing of phone components, including handset, keypads, and network port replaced defective components to restore functionality.
- Assists the administration with regularly checking the NAS (Network-attached-storage) and managing data backups.
- Perform other duties and services that may require IT skills.

### Computer Operator II Metropolitan Waterworks and Sewerage System Regulatory Office

MWSS RO Building, Katipunan Avenue, corner H Ventura St, Balara, Quezon City, 1105

May 2018 – August 2023

- Perform ICT Preventive Maintenance.
- Perform maintenance and repair of ICT infrastructures such as Desktop Computer, Laptop, Printer, and Network Devices.
- Perform inventory of Desktop Computer, Laptop, Printer, Printer Consumables and Network Devices.
- Perform network troubleshooting, network and internet connectivity and file and printer sharing.
- Assist in IP address mapping by assigning IP address for each computer to prevent conflict.

- Install and configure computer hardware, software applications, printers, scanners and audio-visual equipment.
- Replacement of printer toner and refilling of ink.
- Assist in Local Area Network cable laying.
- Installation and configuration of network equipment such as routers, switches and Wireless Access Points.
- Assist in procurement activities such as creating of Purchase Request, canvassing of equipment and evaluation of supplier's proposal.
- Conduct inspection of delivery relating to ICT.
- Assist the Public Information Department on their public information drive such as Virtual Press Conferences, Webinars, Interviews, etc.
- Technical support for different Committees on preparing and setup of conference rooms and equipment that they may require for their meeting.
- Create schedule for virtual meeting, serves as host or co-host and technical support during virtual meeting.
- Perform recording of MIS incoming and outgoing documents.
- Daily Monitoring of Service Request Form (SRF) and Online SRF and encode to the monitoring report if necessary.
- Perform other duties and services that may require IT skills.

## **Education**

### **Bachelor of Science in Information Technology, ICCT Colleges**

ICCT Bldg. V.V. Soliven Ave. II, Cainta, Rizal, Philippines 1900

June 2013 – December 2017