

# Erwin James Manugas

## Information Technology

I am a dedicated, organized, and methodical individual. I have good interpersonal skills, am an excellent team worker, and am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done. I am determined and decisive. I identify and develop opportunities.



manugasewinjames@gmail.com

09674213409

Babag Lapu Lapu City, Cebu, Philippines

twitter.com/ErwinJames29

erwinjames.github.io/erwinjamesmanugas.github.io

## WORK EXPERIENCE

### IT Assistant

#### CORDOVA MULTIPURPOSE COOPERATIVE

06/2019 - 03/2021

Poblacion, Cordova Cebu

##### Achievements/Tasks

- Troubleshooting Hardware And Software.
- Design Posters, Cards depends on their request design.
- Managing their system / iaccs application for their business.
- Coding for their Website.
- Troubleshooting printers / computers /servers / network.

Contact : Nino Ruje Galeos - IT Head

### Junior Software Developer Agile Business Technologies

03/2021 - 04/2021

Cordova Cebu

##### Achievements/Tasks

- Working and Editing the existing bugs.
- Developing modules depends on the client's needs.
- Improving the existing systems.

### IT System Administrator / IT Staff Tamiya Chuo Philippines Inc.

05/2021 - May 18, 2023

Mez 2 Basak, Lapu Lapu City Cebu

Packaging Company and Sisters Company of Tamiya Philippines

##### Achievements/Tasks

- Installing, configuring and maintain servers and networks.
- Overseeing system performance and troubleshooting issues.
- Creating a backup and safeguarding the data if there are any hindrances.
- Performing system upgrades following new releases.
- Maintaining internal documentation.
- Performing account setup.
- Sustaining network integrity, server deployment, and security.
- Monitoring and maintaining network servers such as file servers, and intrusion detection systems.
- Ensuring high-level security and efficiency resulting in 100% output.

Contact : Maristella Meranda - hr1@tamiyachuo.com

## SKILLS

Troubleshooting Hardware / Software / Network / Windows server

Programming ( PHP, ajax jquery , python, javascript , sql , mssql )

Web Design

Graphic Design

## LANGUAGES

Tagalog

Professional Working Proficiency

English

Professional Working Proficiency

## EDUCATION

### Programming

#### Cordova Public College

10/2014 - 07/2019

Cordova Cebu

##### Courses

- Programming
- Final Project : Elearning System