

# MICHAEL M. DE VERA



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## PROFESSIONAL SUMMARY

Experienced IT Systems & Infrastructure Specialist with over **15 years of expertise** in network administration, system support, project supervision, and IT operations across corporate, non-profit, and freelance environments. Skilled in managing enterprise systems (Windows Server, SQL, Cisco, Mikrotik), leading IT projects, and delivering reliable solutions in fast-paced environments. Recognized for **customer-centric approach, adaptability, and strong leadership** in both technical and operational roles.

## CORE SKILLS

- System & Network Administration: Windows Server, SQL Server, Cisco, Mikrotik, Meraki, Cyberoam
- IT Infrastructure & Security: Active Directory, Firewall, VPN, Backup & Disaster Recovery, CCTV, PABX
- Software & Platforms: IFCA, SprintaHR, QuickBooks, Synology NAS, cPanel, Office 365
- Project Management: IT & Telecom Projects, Interior Fit-Out, Structured Cabling, Security Systems
- Programming & Data: Python (Intermediate), Statistics, Data Analysis
- Other Skills: Electrical, Mechatronics, and Electronics installations

## PROFESSIONAL EXPERIENCE

CHMI Land Inc. – Muntinlupa City

### MIS Support Technician Supervisor | Feb 2023 – Present

- Supervise IT and telecommunications projects, ensuring on-time deployment and system reliability
- Administer Windows Server 2019, File & SQL Servers, and enterprise networking systems.
- Oversee critical applications: IFCA Accounting System, SprintHR, QuickBooks, POS, and hotel booking platforms
- Manage IT infrastructure including CCTV (Hikvision, Dahua), PABX, public address systems, and Synology NAS backups.
- Provide website and OTA platform support (booking.com, Agoda, Expedia, Trip.com, Tiket.com)

Freelance / On-call Projects

**IT & Telecoms / Construction Supervisor | Oct 2018 – Jan 2023**

- Led installation and supervision of IT, electrical, construction projects including CCTV, fiber optics, PABX, biometrics systems, and signage.
- Delivered solutions for telecom providers (DITO, PLDT/Smart, Globe ODN) and SMEs.

SOS Children's Villages Philippines – Muntinlupa City

**IT Coordinator | Apr 2014 – Jul 2018**

- Managed enterprise-wide IPVPN networks and firewall across 9 branches nationwide.
- Provided IT support for hardware, CCTV, PABX, and document management systems.

Pc Express / Zagato Corporation – Muntinlupa City

**Sales Section Head | Jan 2010 – Mar 2014**

- Oversee sales, repaired, and upgraded desktops and laptops; managed telesales and customer accounts.

Amkor Technology Philippines (via B.A.S.I.C. Inc.)

**Endorser / Material Handler | 2006 – 2008**

- Supported semiconductor production by handling wire-bond, SMT, and lot transactions.

**EDUCATION**

- B.S. Information Technology – Technological University of the Philippines Manila
- B.S. Computer Engineering (undergrad) – AMA Computer College
- 2-Year Computer Hardware Technology – Datamex Institute of Computer Technology (2004 – 2006)

**CERTIFICATIONS & TRAININGS**

- Python Programming & Data Analysis – DICT (2023)
- Mechatronics Servicing NC III & NC II – TESDA (2022)
- Electronics Product Assembly & Servicing NC II – TESDA (2022)
- Driving NC II – TESDA (2021)
- ITIL v3 Foundation – Rivan School of Technology (2018)
- Cisco Certified Network Professional / Associate – Rivan IT Systems (2015 – 2017)
- Microsoft Server 2012 R2 – Infront Consulting (2015)
- Creative Web Development – Informatics (2014 – 2015)