



# Stiffy S. Navales

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**Address:** Block 28 Lot 2 Bukluran 2,  
Bulihan, Silang, Cavite

Multitasking IT Administrator with background in system upgrades and hardware monitoring. Determined employee with over 4 years of network component installation experience. Knowledgeable in system repairs and performance improvements.

## EXPERIENCE

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### IT ADMINISTRATOR *TECHNOFREEZE INC. / September 2018 - Present*

- Managing SOPHOS Firewall (VPN Tunneling, Site Restrictions, ISP Load Balancing)
- Office 365 Administration (Monitor Users & Licenses, Security recommendation for O365 Users - Password Expiration, Blocking SPAM domains)
- Create and monitor Active Directory users within the organization. (Remote Desktop Connection)
- Performed day-to-day LAN and WAN administration, maintenance and support. (Shared Folder & Printer over network)
- Monitor and maintain computer systems and networks.
- Install and configure computer hardware operating systems and applications.

### WEB DEVELOPER *Sideline Job / July 2018 - Present*

- Creating and designing a website using Wordpress through Elementor or Beaver Builder.
- Creating a sales and E-Commerce website using a website builder. (Wix & Community Treasures).
- Monitor and maintain websites that are hosted in the web.

### IT SPECIALIST *AGILETOUCH DATA OUTSOURCING / August 2017 - May 2018*

- Diagnosing and solving hardware/software faults with planning and undertaking scheduled maintenance upgrades.
- Responding in a timely manner to service issues and request providing technical support across the company.
- Monitor and report or transfer data, using specialized applications program software.

## **DATA ANALYST** *AGILETOUCH DATA OUTSOURCING / September 2015 – March 2016*

- Collect data needed for a specific project using tools depending on the project requirement.
- Interpret data, analyze results using statistical techniques.
- Develop and implement data collection systems and other strategies that optimize statistical efficiency and data quality.

## **SKILLS**

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### **Hardware & Software**

#### **Troubleshooting**

- Windows 7, 8 & 10
- Computer Building
- System Maintenance
- Desktop/Laptop Configuration
- Printers & Scanners
- Biometrics & Barcode Scanners
- Office Suites (Office 365, G Suite)

#### **Graphics Design**

- Photoshop
- Lightroom
- Video & Audio Editing
- Infographics

### **Network Engineering**

- Inside Wiring
- Cat5e Cables
- Wireless Devices
- Switches
- Firewall
- Bandwidth Allocation

### **Web Development Knowledge**

- HTML, CSS, JAVASCRIPT, PHP
- BOOTSTRAP 5
- DESIGNING & PROTOTYPING: FIGMA, Adobe XD
- Wordpress: Elementor/Beaver Builder
- Community Treasures: E-Commerce & Sales Funnel

## **EDUCATION**

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### **Bachelor of Science in Information Technology**

University of Perpetual Help System JONELTA 2012 – 2015

### **Bachelor of Science in Information Technology**

Lyceum of the Philippines University – Gen. Trias 2011 - 2012