

Jan Kevin (J.K.) Velasco

IT Student

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[linkedin.com/in/velascojk](https://www.linkedin.com/in/velascojk) | <https://velascojk.github.io/e-portfolio/>

TECHNICAL SKILLS

Tools & Frameworks | Git, VirtualBox, PDQ, Spiceworks

Programming | JavaScript (all 2022 modern syntax, ES6, ES2018, etc.), HTML5, CSS3

CERTIFICATIONS

CompTIA A+ (Core 1 obtained, In-Progress)

(Estimated Date: *February 7th*, 2025)

Planned: **CompTIA Network+**, **CompTIA Security+**, **CCNA**

PROJECTS

VirtualBox Lab

2025

Replicating entry-level HelpDesk duties

VirtualBox | Windows Server 2016

- Installed and setup VirtualBox, Windows Server 2016, linked clones, and RDP.
- Added Windows 10 client machines to Windows Server 2016 domain.
- Created and modified Active Directory template user accounts to hold various properties.
- Configured Windows Server 2016 domain settings, server name, TCP/IP settings, and remote desktop.
- Created and linked Group Policy Objects (GPO) in Active Directory.
- **Github:** [Readme](#)

E-Portfolio

2022

Single page e-portfolio

HTML | CSS

- Designed and developed a single-page portfolio to showcase projects, utilizing modern web design principles.
- Applied BEM (Block Element Modifier) naming methodology for scalable and maintainable code.
- Made sure for responsive design and cross-browser compatibility.
- **Github:** [Readme](#)

WORK EXPERIENCE

In-Store Shopper | Instacart

Aug 2020 - Aug 2021

Communication | Teamwork

- Managed inventory and customer orders using Instacart's technology platform, demonstrating strong technical aptitude.
- Provided excellent customer support through communication, which led to higher satisfaction and repeat customers.
- Collaborate with team members to fulfill orders efficiently and meet delivery deadlines.

Store Associate | Finish Line

Oct 2018 - Sep 2020

Communication | Teamwork

- Collaborated with team members to streamline operations, improving workflow efficiency and resolving issues in a fast-paced environment.
- Demonstrated troubleshooting skills by addressing customer concerns and resolving product-related issues in a timely and effective manner.
- Utilized inventory management software to track stock levels, helping to maintain product availability and minimize errors.

EDUCATION

South County High School - Diploma

2018