

Jan Kevin (J.K.) Velasco

IT Student

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EDUCATION & CERTIFICATIONS

CompTIA A+

Issued Feb 2025

CompTIA Network+ - (In-Progress)

(Estimated Exam Date: Mar 13th 2025)

South County High School - Diploma

2018

TECHNICAL SKILLS

Tools | Git, VirtualBox, PDQ, Spiceworks

Software | Active Directory, Office 365, Outlook, Slack, Zoom

Programing | JavaScript, HTML5, CSS3

WORK EXPERIENCE

Self-Study (Professional Development) | IT Self-Study

Sep 2021 - Present

- Studying for CompTIA Network+ to deepen knowledge of networking concepts, security, infrastructure, and troubleshooting for IT roles.
- Previously developed foundational skills in Front-End Web Development before transitioning to IT, gaining experience in HTML, CSS, and JavaScript.

In-Store Shopper | Instacart

Aug 2020 - Aug 2021

- 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.

Store Associate | Finish Line

Oct 2018 - Sep 2020

- 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.

PROJECTS

VirtualBox Lab

2025

Replicating entry-level Helpdesk duties

VirtualBox | Windows Server 2016

- Installed and configured VirtualBox with Windows Server 2016, including linked clones, RDP, domain settings, and TCP/IP configurations.
- Managed Active Directory by creating template user accounts and linking Group Policy Objects (GPOs) for customized settings.
- **Github:** [Readme](#)

E-Portfolio

2022

Single page portfolio

HTML | CSS

- Designed and developed a responsive single-page portfolio using modern web design principles, ensuring cross-browser compatibility.
- Utilized BEM (Block Element Modifier) methodology for scalable and maintainable code structure.