Jan Kevin (J.K.) Velasco

IT Student

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TECHNICAL SKILLS

Tools & Frameworks | Git, VirtualBox, PDQ, Spiceworks
Programing | JavaScript, HTML5, CSS3

CERTIFICATIONS

CompTIA A+   *Issued* Feb 2025
CompTIA Network+ *(In-Progress)*
Planned: **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 Window 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