

# Monilar, Edmund Gomez

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## GOAL/OBJECTIVE

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In the field of Engineering and Information Technology were I could expand my skill and competencies and talents. Focused and diligent in all challenges or assignments and exploit greater opportunities for professional career development and to leverage in-depth knowledge and advancement.

## WORK EXPERIENCES

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- **OIC – School of Engineering (November 2020 to Present)**

Program Director - Is appointed by the President; reports to the President; coordinates with the Executive Level and Administrative Level Administrators, Academic Relation Officer and Office Heads; supervises the Program Coordinators, Program Advisers and Faculty; assist in planning, implementing and evaluating the different academic and support activities of the higher education.

### **Function and Responsibilities**

1. Abides by and implements the vision, mission, values, and codes of ethics of Saint Francis of Assisi College;
2. Directly supervises program coordinators and program advisers in planning, implementing, and evaluating the different academic and support activities of their respective program;
3. Coordinates with the different program heads in planning, implementing, and evaluating the different academic and support activities of their respective program;
4. Coordinates with the Office of Student Affairs and Services Director, Registrar, Human Resource and Development, Accounting and other offices in the pursuit of the goals and objectives of the college department;
5. Recommends various plans, processes and procedures in pursuit of continual improvement of the various activities and programs of the college department;
6. Represents the higher education in internal or external meetings, seminars or conferences;

- **Information Technology Resource Office - Head (May 2018 – November 2020)**

ITRO support the business operation for SFAC, Offices and Services. Monitor and maintain the computer systems and networks of an organization. Performs technical installation and configuration of computer systems, diagnosing hardware and software faults and solving technical and applications problems, provide technical recommendation both hardware and software in the support the operation and meeting the needs of the students, offices and the services of the institution. Contribute on computer systems in all areas of their operations and decision-making processes. It's therefore crucial to ensure the correct running and maintenance and operations of IT systems.

#### **Function and Responsibilities**

1. Install and configure computer hardware operating systems and applications monitor and maintain computer systems and networks.
2. communicate staff or clients through a series of actions, in assisting set up systems or resolve issues.
3. troubleshoot system and network problems, diagnosing and solving hardware or software faults.
4. Recommend/s replacement parts as required
5. Provide support, including procedural documentation and relevant reports
6. Follow diagrams and written instructions to repair a fault or set up a system
7. Support the roll-out of new applications
8. Set up new users' accounts and profiles and deal with password issues
9. Work continuously on a task until completion (or referral to third parties, if appropriate)
10. Rapidly establish a good working relationship with students and other professionals, such as software developers
11. Test and evaluate new technology
12. Conduct electrical safety checks on computer equipment.

- **IT Infrastructure Administrator (2017-2020)**

As an IT infrastructure Administrator, knowledge and specialized skills to implement technical solutions and provide high quality support for computer networking, hardware, operating systems, or enterprise application software. Be able to determine when it is appropriate to deviate from a standard practice

to accomplish the desired result. Troubleshoot and solve straightforward problems that do not have defined Standard Operations. Supervise and manage all operational-related processes, ensure that the operation of SFAC IT Infrastructure meets defined service levels, and serve as the service owner for all IT services and support services includes network administration, system and web base development.

### **Function and Responsibilities**

1. Network engineering and troubleshooting, data cabling and systems administration in a variety of software and hardware environments.
2. Ensuring infrastructure networking and computing systems remain available during production hours.
3. Interacting with management and staff to provide analytical and technical assistance for continuous improvement of IT solutions.
4. Managing local technical projects.
5. Maintaining or creating policies, procedures, and processes.
6. Identifying root-causes of operational issues and process inefficiencies.

- **Full-Time Faculty Instructor (2017 – Present)**

Responsible in the information dissemination, prepares lecture, laboratory work and provides training for the Engineering and Computer Science Students.

- **Full-Time University Instructor (October 2009 – 2017)**

College of ARTS and SCIENCES OMAR Al-Mukhtar University, El Beida, Libya  
College of Engineering and Computer Studies

- **System and Web Base Administrator (August 2013 – 2017)**

Omar Al-Mukhtar University  
[www.omu.edu.ly](http://www.omu.edu.ly)

System and Web administrator manage and maintain websites, taking into account functionality, appearance, content, and performance. Their main focus is on the technical aspects of web maintenance, such as building servers and troubleshooting, but they also update the more visible parts of the website, tweaking the design or adding new sections. Web admins typically work in front of a computer, but they must be accessible at all times in case problems occur,

especially with high-traffic websites. The role lends itself well to freelancing or remote work, since communication with users and clients can be done online.

### **Duties and Responsibilities**

1. **Manage Website Infrastructure.** To get a website running, web admins must set up a web host, configure access for users, establish news and mail servers, and seamlessly connect databases and other back-end components. They're responsible for familiarizing clients with the website and making sure it functions smoothly.
2. **Monitor Performance.** Web admins constantly evaluate website performance by checking metrics such as loading time and memory consumption. Going beyond the technical aspects, they also assess user feedback, effectiveness, and traffic, even exploring marketing techniques such as newsletters and SEO to draw more users into the website.
3. **Provide Technical Support.** Websites require constant maintenance after setup. No matter how robust a site is, it's never a one-time job, and web admins must be proactive when addressing user concerns and resolving bugs. Additionally, upgrades and improvements are inevitable in the fast-paced world of tech, so it's up to web admins to integrate these advances.
4. **Create and Update Web Pages.** Web admins work directly with code and often update webpages to add content or tweak the layout. For large-scale changes such as expanding the website, they create new web pages based on wireframes, which they may design themselves.
5. **Evaluate Structure and Content.** Because of their familiarity with the website and their role in updating it, web admins contribute to the development of a website's structure. They set basic standards for both graphics and content, checking for quality before uploading components

- **Lead Web Developer (July 2015 – 2017)**

Anwar AlTayaf For Electric Material Company (Multivendor – web based online application)

[www.aaec.com.ly](http://www.aaec.com.ly)

- **Full-Time University Instructor (May 2002 – September 2009)**

Saint Francis of Assisi College – Las Piñas City, Main Campus

**Digital Design Artist (Saint Francis of Assisi College)**

**Web Base and System Developer** under the **System Development Group (SDG-SFAC)**.

## **Educational Qualification**

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### **Graduates School**

**Master in Engineering Program – MEP ECE**

Technological University of the Philippines - Manila

**June 2020 - Ongoing**

**MBM - Masters in Business Management**

Saint Francis of Assisi College System

**April 2005**

**Passed the ECE Licensure examination November 2000**

### **Tertiary**

**Bachelor of Science in Electronics and Communications Engineering (BSECE)**

Saint Francis of Assisi College System

March 2000

## **Research**

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Defining student segment and Brand-Positioning of the College Department of SFAC:  
Basis for Enrollment Growth and Service Improvement, **March 2019**

## **Skills Qualification**

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Mobile and web base development skills

App design, Software design and Coding, Native app writing ability, Backend web services knowledge, Knowledge of UX and UI, Unit tests, automation, and code reviews, Creativity and brainstorming, Organization and ability to multi-task

Complex problem solving skills using

Linux/Unix, Python, Perl, Shell Scripting, Java, Swift, ORACLE, Apache, iOS, Adobe Systems Adobe ActionScript, Joomla, LAMP Stack, Flutter, React Native

## **SEMINARS and TRAININGS ATTENDED**

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### **iOS APP Development Essential (Training – Nodejs and React Native )**

- March 9-13, 2020
- Power MAC Makati

### **Business Analytics (IBM-Commission on Higher Education)**

- October 9-20, 2017
- September, 2017
- APC Asia Pacific College

### **Apple Mac OS Essential (Training Bootcamp)**

- August 2017
- Power MAC Makati

### **Autodesk Training 3DS Max Design 2013**

- **August 1 – 2, 2013**
- **STANFORD IT Learning** – The Training Division of CIM Technology Inc.
  - User Interface and Viewports, Create Objects, Import and Manage Objects, Assign Materials, Lightings, Set up Cameras and Rendering Scene.

### **Basic to Advance Website Back-end Programming on PHP-MySQL**

- **August 7, 8, 14 – 15, 2010**
- **ACE IT Learning Solutions** – Manila, Philippines
  - Understanding the PHP basics, Flow Control, Arrays, Forms, String Manipulation, Reusing code and writing Functions, Understanding MySQL, SQL Syntax scripting, emailing, Files System Management, Session, Cookies, File upload and algorithm, Coding Manipulation.

### **Content Management System (Joomla)**

- May 10, 2009
- Ace I.T. Learning Solutions – Manila Philippines

## **PERSONAL QUALITIES**

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- Good character and habits
- Capacity for work
- Determination
- Co-operative spirit
- Enthusiasm
- Orderliness and punctuality

## PERSONAL BACKGROUND

Date of Birth : November 18, 1977  
Civil Status : Married  
Citizenship : Filipino  
Passport No. : EB5594448  
Religion : Roman Catholic  
Height : 5'2"  
Weight : 125 lbs.

## CHARACTER REFERENCES

**Mr. Roderick P. Cruz**

QA Staff Engineer  
STATS ChipPAC Singapore  
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**Dr. Hammad Al-Meremie**

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**Edmund G. Monilar**