



# HARLY J. AGUILAR

## IT SPECIALIST

*Looking for a challenging role in a reputable organization to utilize my technical, networking and administering skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the IT sector.*

### RESPONSIBILITIES AND DUTIES OF AN INFORMATION TECHNOLOGY SPECIALIST

- installing and maintaining computer systems and networks
- setting up computer workstations, including peripheral devices
- checking hardware for functionality
- installing and configuring software and its functions
- training computer users
- optimizing the performance of hardware and software
- ensuring security and privacy of networks and computers
- organizing and scheduling upgrades and maintenance so that others can continue working uninterrupted
- troubleshooting to diagnose and resolve computer problems
- maintaining records of repairs, fixes, and maintenance
- identifying equipment shortages and placing orders for more
- dealing with technical questions from users
- providing phone, chat, or in-person support
- following company guidelines
- setting up user accounts and profiles

### SKILLS AND CERTIFICATIONS

- Network Administration
- Firewall Configuration
- Server Administration
- System Administration
- Wireless Administration
- Desktop Administration



### Contact Info



+639167656016



Block 20 Lot 3, Narra  
Street BErmudez  
Plains Apokon,  
Tagum City



harlyja@gmail.com



[www.linkedin.com/in/hjaguilar](http://www.linkedin.com/in/hjaguilar)

# EMPLOYMENT HISTORY

---

## **JADIA GADOR GROUP OF COMPANIES**

I.T HEAD : OCTOBER 21, 2020 - PRESENT

RESPONSIBLE FOR COORDINATING, PLANNING, AND LEADING COMPUTER-RELATED ACTIVITIES IN AN ORGANIZATION. DETERMINE THE I.T NEEDS OF AN ORGANIZATION AND ARE RESPONSIBLE FOR IMPLEMENTING COMPUTER SYSTEMS TO FULFILL THE ORGANIZATION'S INFORMATION SYSTEM.

- Manage the company's IT DEPARTMENT
- Ensures projects follow established timeline
- Communicates team needs to other departments
- Initiates, coordinates, and enforces systems, policies, and procedures.
- Maintains a safe and secure work environment.
- Recommends information technology strategies, policies, and procedures.
- Contributes to team efforts by accomplishing related results as needed.

## **SIBLINGS INTERNATIONAL BUSINESS SOLUTIONS**

IT STAFF : NOVEMBER 19, 2018 - APRIL 4, 2020

IN-CHARGE OF OPERATION AND MAINTENANCE OF COMPUTER NETWORK AND COMMUNICATIONS IN A BPO COMPANY WITH KNOWLEDGE IN NETWORK, SERVER AND FIREWALL.

- make sure that the network and login credentials works flawlessly to support our international client.
- Maintain & monitor multiple equipment's (aruba switches and firewall, and dell servers. Site documentation changes, network outage/issues.
- Creating login credentials and register new agents in the local domain server.

## **ANSALDO LOGISTICS INC.**

MIS TECHNICAL SUPPORT : AUGUST - DECEMBER 2014

MIS TECHNICAL SUPPORT IN CHARGE OF MONITORING AND MAINTAINING THE COMPUTER INFORMATION SYSTEMS AND NETWORK WITHIN THE ORGANIZATION AND OTHER BRANCH IF THERE ARE ANY ISSUES OR CHANGES.

- Provide technical support to end users (remote assistance in another branch)
- Resolving network connectivity issues including firewall
- Managed server (file backup, data logs), gathering reports data.

## **GAISANO MALL OF TAGUM**

ICT SUPPORT : MAY 2011- JANUARY 2014

ICT PROVIDE TECHNICAL ASSISTANCE OF COMPUTER INFRASTRUCTURE AND NETWORK INCLUDING POS SETUP AND TENANT NETWORK ISSUES.

- Server management (Data backup EOD task)
- POS monitoring
- Network monitoring (outage and other issues)

## **ARRIESGADO COLLEGE FOUNDATION INC.**

TECHNICIAN/ADMIN STAFF : APRIL 2009 - APRIL 2010

IN CHARGE WHOLE COMPUTER LABORATORY AND OFFICES.

- Assesses malfunctions of hardware for the purpose of determining appropriate actions to maintain computer operations.
- Provide an assistance for student when they're going to use computer laboratory

## EDUCATION

---

Qualification : Vocational  
Field of Study : Technician  
Major : Computer Technology  
School : Tagum National Trade School  
School Year : 2006

Qualification : High School  
School : Lupon National Comprehensive High School  
School Year : 2004

## TEXT RESUME / ADDITIONAL INFO

---

- I am a hardworking person, able to adapt quickly to different environments. Willing to work for any shifting period. Able to learn new technologies and maintain them on a daily basis.
- I'm continually improving my skills through additional IT training and certifications to keep up with the technology curve.
- Knowledge in structured cabling standards, network cabling installation.
- Knowledge in the configuration of Cisco switches, routers, firewalls. good understanding of TCP/IP, VLANs, LAN, and WAN
- Knowledge of Wireless solutions and designs. Able to design small to large deployment. Good understanding of Cisco Meraki, Ubiquiti, and Aruba switches.
- Extensive Knowledge in computer components and computer assembly. Proficient in the installation of Windows OS and desktop applications.

## REFERENCES :

---

**Engr. Warren C. Badong**

**Owner & Manager**  
Newbitech IT Solutions  
Davao City  
+63917-1099-779

**Mr. Brian Gerald Belga**

**Solutions Engineer - Network & Security**  
Newbitech IT Solutions  
Davao City  
+63917-6225-233

**Mr. Adrian Agosto**

**IT Infrastructure and Information Security Manager**  
Awesome OS  
Davao City  
+63947-3032-013