



# JAN EARN S. BUCE

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A committed individual who utilizes all available resources to complete assigned tasks in a timely and efficient manner. Often seeks ways to expand job knowledge to contribute more to the progress of the organization.

## Work Experiences

### **Trends & Technologies, Inc.**

Sep 2021 – Mar 2023

#### *Systems Engineer*

- Responsible for Pre-sales and Post-sales activities of IT network infrastructure
- Involved in Project Implementation of Network and Security devices.
- Provide consultation and phone/email/onsite technical support in ensuring client satisfaction.
- Work closely, coordinate and update plan of activities with TL/EM and Project Manager and SDM if working for project implementation and key account clients respectively
- Attend to client meetings and conduct Proof of Concept (POC) to clients.
- Creates reports, implementation/support documentations, network design and bill of material.

### **Wuhan Fiberhome International Technologies Phils. Inc.**

Nov 2018 – July 2021

#### *Logistics Assistant*

- Ensures to provide accurate information of incoming and outgoing materials in the IWORKS system.
- Has strong organizational skills and attention to details
- Accurate encoding of materials and inventory to the IWORKS system
- Weekly procurement and delivery of fiber equipments
- Ensures proper in and out of telecom equipments from warehouse.
- Daily monitoring and reporting
- Ensures that all transactions are properly documented in accordance with the policy and procedures.

### **De La Salle Medical and Health Sciences Institute**

#### *Technical Support-On-the-Job Trainee*

January – May 2018

- Provide Level 1 support (Phone or Onsite)
- Regularly performs technical systems support and maintenance of Desktops and other hardware peripherals for clients/employees.
- Troubleshoot and resolves general hardware and software issues.

## Educational Level

### **DE LA SALLE UNIVERSITY-DASMARIÑAS**

June 2014 – June 2018

#### *Bachelor of Science in Information Technology*

DBB-B City of Dasmariñas City, Cavite, Philippines

### **JESUS SON OF MARY ACADEMY**

June 2010 – March 2014

#### *High School*

San Manuel II, Dasmariñas City, Cavite, Philippines

## Skills

- Application Skills (MS Office)
- Knowledge in SAP Business One
- Technical Troubleshooting (Desktop & Network)