



Lheo R. Bronze

Information Technology

PROFESSIONAL EXPERIENCE

- **INFORMATION TECHNOLOGY HEAD**
Bauan International Port, Inc.
(An ICTSI Group Company)
Bauan-Mabini National Road,
Brgy. San Roque, Bauan, Batangas
September 1, 2022- present
- **INFORMATION TECHNOLOGY ENGINEER**
ZTE Philippines, Inc. (DITO Telecom Project)
L.A.X. Lounge, Auto-X Complex
J.P. Laurel Highway, Brgy. Sico
Lipa City, Batangas
November 3, 2020 - August 25, 2022
- **INFORMATION TECHNOLOGY SPECIALIST**
Siemens Energy Inc. (formerly Siemens Power Operations, Inc.)
2000 MW GT-ST Combined Cycle Power Station
Sta. Rita, Batangas City, Philippines
January 1, 2014- October 31, 2020
- **INFORMATION TECHNOLOGY ASSISTANT**
Siemens Energy Inc. (formerly Siemens Power Operations, Inc.)
2000 MW GT-ST Combined Cycle Power Station
Sta. Rita, Batangas City, Philippines
April 1, 2007- December 31, 2013

DUTIES & RESPONSIBILITIES – IT HEAD

Coordinates with Global IT Team with regards to IT Standards and Security.

Analyzes existing computer systems and making recommendations for upgrades and improvements.

Develops and oversees the installations of systems, which include software & hardware.

Collaborates with the Global Information Technology Group,

Threat & Vulnerability implementation, prevention & Training. Threat & Vulnerability Management using AlertLogic, TenableSC & Crowdstrike Falcon.

Performs tests & troubleshooting, as well as quality assurance.

Implements safety procedures and data recovery plans.

Develops user Manuals.

Collaborates with other departments and professionals in the development of IT Systems.

Ensures all installations, maintenance, and upgrades are carried out on schedule and complies with required specifications.

Stays up-to-date with field advancements.

Manages and coordinates all IT Related matters including data, wireless communications, mobile technology, telephony, security and computer hardware & software.

Troubleshoots and solves problems related to hardware, software and network problems.

Resolves incidents received via Helpdesk.

Ensures SLAs are achieved.

Recommends and/or performs upgrades to hardware and peripherals.

Certifications

TESDA NCII CERTIFIED:

Computer Systems Servicing

MICROSOFT CERTIFIED:

Office Specialist-

OFFICE EXCEL 2016

PROGRAM DIPLOMA:

Project Management

Certificate ID: 240602-158-
850-1081

Education

B.S. Information Technology

Batangas State University

2002-2006

Personal Info

Address:

Blk. 10, Lot 22, Boomtown
Subdivision, Manghiniao
Proper, Bauan, Batangas

Cellphone Number:

+639171868455

+639214592860

Email Address:

cyber_bronze@yahoo.com

Birthday: May 8, 1985

Trains & orient end-users on the use of hardware and software.

Works with vendor support contacts to resolve technical problems.

Assess functional needs to determine specifications for purchases.

Works with Purchasing on procurement and acceptance testing of IT Related hardware and software.

Tracks and reports details of work completed.

Assist in other areas or concerns related to IT as required.

DUTIES & RESPONSIBILITIES – IT ENGINEER

Regional Service Desk/ Desktop Support of ZTE-SLZ Employees.

Provides OS installation service for Chinese employees and local employees in the region (SLZ).

Provides IT technical support for office software and desktop faults for Chinese employees and local employees in the corresponding area.

Provides troubleshooting and repair services for office network faults for Chinese employees and local employees in the corresponding area.

Provides IT technical support for new staff workers in the local area (OS installation, office software installation, ID activation, office access control right activation etc.)

Perform the information security audit operation for the area away from the staff engineering computer (data cleaning, system reset and system permission withdrawal according to the company information security requirements)

Daily maintenance and troubleshooting of public network devices (printers, video conference terminals, projectors, access control systems, and monitoring systems) in the regional office

Fixed assets management in the regional office (assets ledger management, assets purchase follow-up, assets requisition and allocation)

Local carrier network application, fault reporting, and reminder in the regional office

Promotes the implementation of DITO information Security planning

Organize information Security training for employees regularly, to improve their information security awareness.

Organize Information Security Plan, deployment and inspection regularly.

Supervise and correct the information security violations of employees.

Implement the information security work assigned by the company's information security management department & project manager.

Other administrative works assigned.

DUTIES & RESPONSIBILITIES – IT ASSISTANT/SPECIALIST

Network and User administration (including setup of user account, e-mail account, internet access, applications support, hardware support, Visitor/Guest support).

Coordinates with the Corporate Information Office (CIO) on the implementation/configuration of Smartcard IDs, downloading of Certificates.

Responsible for the PC Installation and first level support of all Software Applications (CATS, SAP, Oracle, BFS, etc.)

Responsible for the Requisition, Delivery and coordination of all IT Related Products such as Servers, workstations, Printers, Scanners ,Fax Machines, etc.

Responsible for Server Upgrade/ Updates Installation, setup and maintenance.

Responsible for installation and troubleshooting of computer hardware and peripherals using diagnostic software and/or technical troubleshooting processes.

Handling & Supervision of IT Projects such as Structured Cabling, Cable Puling, etc, including Subcontractors coordination, site survey, Work Permit preparation and project implementation.

Supervision for Level 1 support of the company's Centralized Printing/ Multi-Function Device.

Conducts Microsoft Office Trainings to Employees (MS Excel- Intermediate and Advanced Level), this includes visual aids/ presentation, materials, laboratory exercises preparation.

Responsible for ticket creation via Siemens Ticketing Tool (Service-Now) on issues regarding Email Problems, Smartstorage, Migration Issues, etc.

Responsible for the maintenance of Hardware and Software inventory (including PC Hardware maintenance, cleaning and repair and physical inventory count in coordination with Accounting department)

Responsible for the Fixed Asset Report preparation for the proper disposal and documentation of any IT Hardware and peripherals.

Responsible for administration of the Plant Electronic Access System (Velocity) which includes maintenance and monitoring of the Velocity LAN, Controllers and Database administration (i.e. Personnel Enrollment, report generation, database backup, etc).

Handles Information Security by conducting IS awareness Training to new employees and OJTs, preparing of monthly virus reports, and monitoring of scheduled file server backup

Supports the technical department on other Plant related softwares/tools such as Mechanical Vibration monitoring, Test Bench (Ventil, etc.)

Supervision of IT Staff, IT Contractors and student trainees for any IT Related problem/ troubleshooting.

SEMINARS / TRAININGS

“IT MANAGEMENT FUNDAMENTALS 101- A COMPREHENSIVE WORKSHOP OF BECOMING AN IT MANAGER”

MSTConnect Educational Consultancy
Angeles City Pampanga - Online
September 29, 2023

“CHANGE MANAGEMENT”

International Business Management Institute
Berlin, Germany - Online
Certificate ID: 240602-158-850-1311
May 3, 2020

“RISK MANAGEMENT”

International Business Management Institute
Berlin, Germany - Online
Certificate ID: 240602-158-781-9640
April 25, 2020

“BASICS OF PROJECT MANAGEMENT”

International Business Management Institute
Berlin, Germany - Online
Certificate ID: 240602-158-746-1333
April 21, 2020

“LEADERSHIP & TEAM DEVELOPMENT”

International Business Management Institute
Berlin, Germany - Online
Certificate ID: 240602-158-737-8402
April 20, 2020

“PROGRAMMING IN C# - COURSE 20483C”

NTT Data Philippines, Inc.
28F 88 Corporate Center Sedeño Corner Valero Sts.
Salcedo Village, Makati City, Philippines 1227
October 21-25, 2019

“SOFTWARE DEVELOPMENT FUNDAMENTALS – COURSE 40361A”

NTT Data Philippines, Inc.
28F 88 Corporate Center Sedeño Corner Valero Sts.
Salcedo Village, Makati City, Philippines 1227
September 23-25, 2019

“MS EXCEL 2010/2013 TRAINING- INTERMEDIATE & ADVANCED LEVEL”

NTT Data Philippines, Inc.
28F 88 Corporate Center Sedeño Corner Valero Sts.
Salcedo Village, Makati City, Philippines 1227
November 9-10, 2017

“TROUBLESHOOTING & SUPPORTING WIN7 IN THE ENTERPRISE”

MISNet Education, Inc.
Unit 2402 & Unit 2201, Antel Corporate Center
121 Valero Street, Salcedo Village, Makati City, Philippines 1227
September 29-October 1, 2014

“COMTIA NETWORK + Training”

MISNet Education, Inc.
Unit 2402 & Unit 2201, Antel Corporate Center
121 Valero Street, Salcedo Village, Makati City, Philippines 1227
November 14-18, 2011

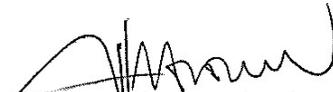
“WSI I.T. ROADSHOW BATANGAS- “TECHNOLOGY UPDATE”

Hotel Pontefino
Gulod Labac, Batangas City
April 11, 2008

“LOCAL REGISTRATION AUTHORITIES OPERATOR”

Siemens Inc. Philippines
HV dela Costa St. Salcedo Tower, Salcedo Village, Makati City
February 6, 2008

I hereby certify that the above information is true and correct to the best of my knowledge and belief.



LEO R. BRONCE