Arden Jr Friolo

Systems Administrator

Contact

📞 09497000450

✉️ ardenfriolo@outlook.com

📍 Mambog 2, Bacoor City, Cavite

Reference

Francis Joseph Canizares
Unit Manager - Systems Support
Makati Medical Center
0905 460 5739

Jay-em Frialde
Sr. Systems Administrator
Makati Medical Center
0995 933 2549

Harvey Charles Chua
Sr. Systems Administrator
Makati Medical Center
0905 230 4507

Skills

- System Administration *(Active Directory, DNS, DHCP, GPO, IIS, DFS, Exchange, 365)(Windows & Linux)*
- Virtualization Technologies *(VMWare, Hyper-V, Docker)*
- Cloud System *(Azure, AWS)*
- Database Administration *(MSSQL Server, Oracle, MySQL)*
- Web Development & Administration *(IIS, Apache, Nginx, WordPress, DotNet)*
- Ticketing Tools (Service-Now & Manage Engine Ticketing)
- IT Management Tools *(SolarWinds, GFI & WSUS Patch Management tool, Azure AD, LanSweeper, Dell OpenManage, GoDaddy & CloudFlare DNS, NetBackup, Rubrik Backup)*
- Scripting using PoweShell, PowerCLI, Python, Java, and C#.
- Enterprise Resource Planning Software (SAP & Odoo)
- Networking Skills (VPN: AnyConnect/GlobalProtect/OpenVPN, SMTP, SFTP, Load Balancing)

Education

- Bachelor of Science in Computer Engineering
  2014 - 2019 | National College of Science and Technology

Trainings & Certifications

- **Microsoft** Certified : Azure Fundamentals
  Credential ID: I265-1796

- **TESDA** Computer Systems Servicing National Certificate II

Work Experience

October 2022 to Present — MicroSource Inc (Confie Insurance Company)
Systems Administrator

- Servers Administration (Creation, Installation, Monitoring, Fine Tuning, Patch/Upgrade).
- Investigates and troubleshoots systems and/or related issues.
- Performs daily system monitoring and health check; verification of integrity and availability.
- Performs technical support for the organization.
- Performs patching of patching of server using GFI tool.
- Conduct coordination with system owners for the scheduling of server maintenance.
- Performs provisioning of servers and installation of necessary application before deployment in production.
- Creates, maintains, and deletes user accounts/access following IT standards.
- Maintains and documents operational, configuration, and other related procedures.

January 2020 to October 2022 — Makati Medical Center
Systems Administrator

- Servers Administration both On-prem and Virtual (Creation, Installation, Monitoring, Fine Tuning, Patch/Upgrade, and Security Management).
- Investigates and troubleshoots systems and/or related issues.
- Configures hardware, peripherals, services and storages based on operational requirements.
- Manage Email Servers and Services (Mail Boxes, Distribution Lists, Security and availability).
- Performs daily system monitoring and health check; verification of integrity and availability.
- Performs daily back-up and periodical data restoration.
- Performs disaster revovery (DR) drills for the entire Hospital Information System.
- Creates, maintains, and deletes user accounts/access following IT standards.
- Check and maintains databases.
- Performs users access review for IT Audit.
- Maintains and documents operational, configuration, and other related procedures.

June 2019 to December 2019 — Bojie Manufacturing Corporation
IT Specialist

- Servers Administration (Creation, Installation, Monitoring, Fine Tuning, Patch/Upgrade, and Security Management).
- Configures hardware, peripherals, services and storages based on operational requirements.
- Performs daily system monitoring and health check; verification of integrity and availability.
- Performs daily back-up and periodical data restoration.
- Creates, maintains, and check database.
- Maintains network performance and availability.
- Provide hardware and software related support to the management.

I hereby certify that all the information given above are valid true and correct to the best of my knowledge and ability.

ARDEN C. FRIOLO JR.