



DEXTER T. VELEZ

System Admin / Network Engineer

PROFILE

Experienced System and Network Administrator with extensive expertise in designing, implementing, and maintaining secure, scalable, and high-performance network infrastructures. Skilled in configuring and managing enterprise-grade routers, switches, firewalls, VPN technologies, and wireless networks to ensure optimal availability, reliability, and security.

EDUCATION

Bachelor of Science in Computer Science

Dynamic Computer Centrum

1986 - 1991

Chong Hua High School

Legazpi City

1982 - 1986

SKILLS

- Programming
- System Analysis and Design
- Web Development
- Problem Solving
- Project Coordination
- Technical Support


LANGUAGE

- English
- Tagalog
- Bicol

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Tabaco City, Albay 4511

WORK EXPERIENCES

DEXLAINE COMPUTER SALES & SERVICES

2002-PRESENT

- Managed and maintained LAN, WAN, and VPN infrastructures supporting over [X] users across multiple locations.
- Configured and administered network hardware such as routers, switches, firewalls, wireless access points, and load balancers (e.g., Mikrotik, Ruijie, TpLink).
- Coordinated with vendors and ISPs for service provisioning, troubleshooting, and contract management.
- Administered user access through Active Directory, DNS, DHCP, and remote access systems.
- Performed regular backups and disaster recovery testing to ensure high availability and data protection.
- Documented network architecture, configurations, and maintenance logs for compliance and knowledge sharing.
- Supported end users with connectivity issues, VoIP systems, and VPN access.
- Hands-on expertise in MikroTik RouterOS, VPN configuration (SSTP/L2TP), firewall & NAT setup, and routing management. Skilled in troubleshooting LAN/WAN networks and securing infrastructure.

LEGAZPI SAVINGS BANK

1999 - 2002

- System Development & Support**
 - Develop, modify, and maintain banking system applications
 - Support Core Banking System (CBS) and related modules
 - Perform system upgrades, patches, and enhancements
 - Troubleshoot application and system-level issues
- Server & Infrastructure Management**
 - Install and configure Windows/Linux servers
 - Manage Active Directory, DNS, DHCP, and file servers
 - Monitor system performance and optimize resources
 - Ensure data backup and disaster recovery readiness
- Security & Compliance**
 - Implement IT security policies and access controls
 - Conduct system vulnerability checks and updates
 - Ensure compliance with banking regulations (e.g., BSP IT guidelines)
 - Maintain audit logs and documentation
- Database Management**
 - Maintain and optimize SQL databases
 - Perform database backups and recovery procedures
 - Monitor database performance and resolve issues
- Technical Documentation**
 - Prepare system documentation and reports
 - Document configurations, procedures, and changes
 - Assist in IT audit and compliance reporting

J&B APPLIANCE CENTER

1995 - 1999

- Job Summary:
 - Responsible for assisting customers in selecting home appliances, explaining product features, and achieving sales targets.
- Key Responsibilities:
 - Greet and assist walk-in customers
 - Recommend suitable appliances (TVs, Desktop Computers, washing machines, aircons, etc.)
 - Explain product specifications, warranties, and promotions
 - Process sales transactions and prepare receipts
 - Maintain product displays and showroom cleanliness
 - Achieve monthly sales quota
 - Handle customer inquiries and after-sales concerns

ARWKA SYSTEM ENGINEERING

1991 - 1994

- System Development & Support**
 - Develop, modify, and maintain Share Stocks system applications using Clipper Database
 - Troubleshoot application and system-level issues

REFERENCES

Jose M. Locsin, Jr

Broadtek Media Co / CEO

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