



HERBERT D. LUGO

DIGITAL EXPERT

To utilize my technical and management skills for achieving the target and developing the best performance in (name of organization). I would like to implement my innovative ideas, skills and creativity for accomplishing the projects.

CONTACT

Phone

0997-523-4158

Email

herbertlugo11@gmail.com

Address

Makati, Metro Manila, 1230

EXPERIENCES

- **IPEOPLE BPO CENTRAL HUB**
IT Specialist and Graphic Designer
January 2021 - Present.
- **DENR CENRO LILOY**
IT Specialist and Graphic Designer
Jan. 2019 - Dec.31, 2020
↑
IT Specialist Graphic Designer
January 2018 - December 2019
↑
IT Specialist (LAMS)
October 2017 - December 2018
- **Copier Solution Specialist**
IT Specialist Graphic Designer and Computer technician
February 2014 - November 2016
- **Astoria Printing and Publishing**
IT Specialist and Graphic Artist
September 2012 - Nov. 2013
- **Sonjay Micro System**
On the Job Training
(April-2012 300 Hours)

EDUCATIONAL ATTAINMENT

- **Bachelor of Science in Computer Science**
Major in Information Technology
Jose Rizal Memorial State University (2012)
- **Bachelor of Science in Secondary Education**
Major in Computer Science
Philippine Advent College (2021)
- **National Certificate II (NC II) Organic Agriculture Production**
Jose Rizal Memorial State University (2021)

WEB DESIGNING SKILLS

- **Website Development (WordPress)**
- **Informative website**
- **Ecommerce website**

CERIFICATES

- **Fortinet NSE 1 Network Security Expert 1**
Associate Information Security Awareness
on March 16, 2022

Develop a foundational understanding of the Threat Landscape and perspectives from key executive roles. Also learn how individuals can be safer on the Internet with Personal Security Awareness.

- **Fortinet NSE 2 Network Security Expert 2**
Associate The Evolution of Cybersecurity

GRAPHIC DESIGNING SKILLS

- **Visualizing and creating graphics including illustrations, Banners, Posters, Flyers, Logos, Advertisements, layouts and photos.**
- **shape the visual aspects of websites, books, magazines, product packaging, exhibitions and more.**
- **Proven graphic designing experience.**
- **Familiarity with design software and technologies (such as InDesign, Illustrator, Photoshop, Corel Draw)**
- **A keen eye for details**
- **Ability to work methodically and meet deadlines**

LAYOUT AND DESIGNS

- Corel Draw
- Adobe Photoshop
- Adobe Illustrator
- Page Maker
- Adobe InDesign

SYSTEM

- PC Trouble Shooting And Maintenance
- Installing Software Application
- Format windows Operating System
- Networking
- Computer Repair

MICROSOFT OFFICE SKILLS

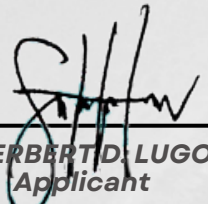
- Microsoft Outlook Configuration setup (pop, imap Server setup)
- Adept with all version of Microsoft Office Suite (MS word, Excel, Power point and MS Access) Microsoft office 365, Microsoft outlook configuration
- MS Excel Pivot Table, Visualization, Formulation and Execution of command functions.

- Router configuration set up PLDT, CONVERGE, EASTERN, AZUS and TPLINK
- Wifi and IP Adress configuration and subnet, Static and DHCP setup.
- HTTPs, DNS, DDNS, configuration,
- Cctv configuration set up, set up access to mobile anywhere Hik connect
- Website Development through WordPress and plugins and involves website maintenance.
- Managing hosting site Go daddy and Dream host account
- Create Corporate email, Professional email
- technologies: Switching, Routing, Wireless LAN, network orchestration, SDN, NFV,
- Data Center, Collaboration, Video, Internet of Things and Security.
- Network Telecommunication operation and troubleshooting (Access/Core).
- Advance knowledge in installation and troubleshooting of Windows xp, 7, 8, 10, 11, Windows servers
- Support Anti-Virus solution, Maintenance, Backup Management and Disaster Recovery
- Network Security Expert 1 and 2 Certificate

ACCOUNT NUMBERS

- | | |
|--------------|--------------|
| • SSS # | 10-1083822-9 |
| • PAG-IBIG # | 121095555065 |
| • TIN # | 438-622-630 |
| • PASSPORT # | P78027p14B |

I hereby declare that all the information given above is true and correct to the best of my knowledge


HERBERT D. LUGO
Applicant