JEFFREY B. HUBAHIB

IT Systems & Creative Tech Specialist

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Dau, Mabalacat, Pampanga, Philippines | Remote

Portfolio: **Hubrey.com** (Personal Brand & Portfolio)

ABOUT ME

IT Systems & Creative Tech Specialist with a decade of combined experience in **technical support, system administration, cloud services, web development, and multimedia design**. Skilled at bridging IT and creative solutions—handling servers, networks, automation, and AI tools, while also managing branding, graphics, SEO, and video. Founder of **Hubrey**, a personal brand and portfolio showcasing full-stack creative and IT solutions. Regularly leveraging **ChatGPT and AI-driven workflows** for automation, machine learning exploration, and enhanced productivity.

CORE SKILLS

IT & System Administration

- **Windows & Linux** system administration (installation, configuration, patching, updates & security)
- Networking (LAN/WAN setup, TCP/IP, DNS, DHCP, VPN, router/firewall configuration)
- Server & database management (MySQL, PostgreSQL, cPanel, FTP, SSH)
- Active Directory, **Azure AD**, Office 365 admin, email setup & migration
- **AWS EC2** instance setup & management, **Google Cloud Platform (GCP)** basics
- IT troubleshooting & end-user support (hardware/software, printers, peripherals)

Programming & Automation

- **Python** scripting for automation, data handling, and prototyping
- Basics of **Machine Learning** concepts and workflows (classification, regression, data preprocessing)
- Familiarity with Jupyter, Pandas, NumPy, and Scikit-learn

- AI-assisted productivity using **ChatGPT** and related tools for ideation, coding support, and workflow automation

Web & App Development

- HTML5, CSS3, JavaScript, Node.js, PHP, React & Next.js basics

- CMS: WordPress + WooCommerce (Elementor / WPBakery)

- Git/GitHub for version control, deployment workflows

- Web hosting, DNS management, SSL, cPanel/WHM

- REST API & custom webhooks basics and integrations

- Docker fundamentals for containerized environments

SEO & Digital Optimization

- On-page & technical SEO using **Yoast** & **RankMath**

- Schema markup & structured data implementation

- Google Search Console & Google Analytics integration

- SEO audits, keyword optimization, and website performance monitoring

Creative & Multimedia

- Adobe Creative Cloud: Illustrator, Photoshop, Premiere Pro, After Effects, Audition

- Video editing & post-production (ads, motion graphics, social media reels)

- Branding & marketing collateral (logos, flyers, brochures, proposals, presentations)

- UI/UX design fundamentals with **Figma** (wireframes, mockups, prototyping, collaborative design workflows)

General Technical Competencies

- Computer hardware troubleshooting, assembly & repair

- CCTV, security alarm installation & remote monitoring configuration

- IT documentation & reporting

- Strong client-facing support & communication skills

PROFESSIONAL EXPERIENCE

GeoPro Global Services, Inc. – Clark Freeport Zone, Pampanga
IT / Web Developer / Video & Graphics Editor / SysAdmin
Apr 2022 – Present

- Web and WordPress developer for multiple sub-company websites.

- Designed & developed product marketing materials, video ads, and proposals.

- Provided IT troubleshooting support for internal systems.

- Supported marketing with SEO, digital content, and analytics.

- Managed employee accounts including onboarding and offboarding procedures.

- Handled company email setup and administration through **cPanel**.

- Oversaw user access management, applied security policies, and performed periodic account audits.

- Monitored system performance and assisted in maintaining IT security protocols.

Century Wines Singapore – Remote
Freelance Data Specialist
Apr 2021 – Jun 2021

- Web scraping from competitors' websites (price and trend comparison).

- Data analysis and management.

GeoPro Global Services, Inc. – Clark Freeport Zone, Pampanga
IT / Web Developer / Graphic Artist
Jun 2019 – Mar 2021

- Co-developer of **Easethetics.ph** website/webapp using Odoo 13.

- Collaborated with TechSoft LTD Korea and KEPCO on graphics & IT integration for AMI (Advanced Metering Infrastructure).

- Provided IT support and web maintenance.

Support Ninja, Inc. – Clark Freeport Zone, Pampanga
Technical Support Specialist (eComply Solutions LLC)
Nov 2018 – May 2019

- Delivered technical assistance for compliance software in the U.S.

- Handled inbound calls & email support on system access, troubleshooting, and configuration.

Blue Solutions Medical Equipment, Inc. – Angeles City, Pampanga
IT / Web Developer / Graphic Artist
Aug 2017 – Apr 2018

- IT support: computer repair, configuration, and network troubleshooting.

- Co-creator of **DermaDepot.ph** e-commerce site.

- Designed marketing materials for product launches.

dnata Travel, Inc. – Clark Freeport Zone, Pampanga
IT Specialist – Safety Help Desk
Feb 2017 – Aug 2017

- Resolved global technical and safety issues via Salesforce CRM.

- Supported IT tickets across multiple locations worldwide.

Sargas Inc. – Angeles City, Pampanga
Technical Support Rep – ProXPN VPN
Mar 2016 – Jun 2016

- Provided VPN and DNS configuration support via email and chat.

Arvato Bertelsmann – Angeles City, Pampanga
Technical Support Rep – Microsoft Surface
Jul 2015 – Feb 2016

- Delivered inbound phone and remote support for Surface hardware/software.

- Assisted with replacements and technical troubleshooting.

Sutherland Global Services – Clark, Pampanga
Technical Support Rep – Microsoft Answer Desk
Mar 2014 – Jun 2015

- Provided remote technical assistance for Windows OS and Office Suite.

- Processed software/gadget sales while troubleshooting issues.

Trace Alarm and Security Systems, Inc. – Makati City, Metro Manila
IT Staff & Field Technician
Jun 2011 – Dec 2013

- Installed & serviced security alarm systems and CCTV.

- Configured online remote viewing and monitoring systems.

PERSONAL PROJECTS

Hubrey (2024 – Present) – Personal brand & portfolio showcasing:

- Web Development (business sites, e-commerce)

- Graphics & Branding (logos, collaterals)

- Video Production & Motion Graphics

- SEO & Digital Marketing (on-page SEO, schema, GSC integration)

- AI workflows: leveraging **ChatGPT** for automation, research, and content creation

- Social Media Content & Hosting Solutions

EDUCATION

Bulacan State University – Bachelor in Industrial Technology, Major in Electronics & Communication Technology (2011)
DepEd – PEPT (High School Accelerated, 2008)

CERTIFICATIONS

- Mendix Rapid Developer – Mendix (2023)

- Video Post-Production – Univ. of Colorado Boulder (2023)

- Fundamentals of Graphic Design – CalArts (2023)