



PERSONAL INFORMATION

Sorin Guragata



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Date of birth 31 Mar 1971

WORK EXPERIENCE

Jan 2009–Present

Administrator Information System

Keystone Human Services International Moldova Association
20 Sfântul Gheorghe str, MD-2001 Chisinau (Moldova)
www.keystonemoldova.md

Provided plant wide IT duties including server and workstation setup, maintenance, troubleshooting, network design and local management. Responsible for performing activities that lead to new or improved technologies on a project basis. Supported and managed the VoIP infrastructure utilizing monitoring tools.

- Planning and implementing Keystone Network infrastructure (Mikrotik Routers, Switches, Access points, user management, Cisco Switch)
- Installed and troubleshot networks with as many as 50 devices connected
- Setup new SSL VPN service and installed and configured client applications
- Deploying, maintaining, troubleshoot, administer and monitoring with system management tools staff OS (Microsoft Windows 10, 8.1, 7, ThinPC, XP)
- Provides customer support including troubleshooting issues with Servers, Storages, internet connectivity, email, and Office software applications
- Designed, configured and installed Network Video Recording systems for local and remote use
- Support for the Microsoft Exchange on premise and hosted e-mail systems, Office 365
- Support staff from adding/removing users and permissions through Keystone Network infrastructure
- Ensuring the highest levels of systems and infrastructure availability
- Created and updated network documentation and inventory, created wiremap diagrams, floor plans, technical drawings, and network documentation using Microsoft Visio
- Performed Remote maintenance and

Business or sector consultant services, technical assistance, direct support service, best-practice training, monetary and administrative supports to further the independence and social inclusion of people who are in need of service due to disabling conditions, situations of poverty, abandonment, institutionalization, and other adverse societal conditions throughout Moldova

2015–2018

Project manager

Multipoint S.R.L., Chisinau (Moldova)

Internet Service Provider Company who provided connections via telephonewire (Dial Up, ISDN and DSL), planning infrastructure :

- Design, building and planning the Internet Service infrastructure Network
- Performed all systems administration duties, including configuration and maintenance of network services such as Web servers, WINS, DHCP, DNS, FTP on both Windows and Linux-based environments, Billing-server.
- Design, building and planning the monitoring of all servers of the provider and its services to the clients
- Configured Network Management tools

- Planning of administration of Dial-UP NASs and xDSL Concentrators
- Performed capacity planning analysis on networks and communication systems
- Provided detailed documentation of all implementations, changes, and solutions
- Trained Operations staff in the use and day-to-day management of network systems
- Provided in-house and client tech support for all levels.
- Projecting the design a corporate website

EDUCATION AND TRAINING

| | | |
|-----------|---|-------------|
| 2016–2018 | Applied Antropology Moldova State University, Chisinau (Moldova) | EQF level 7 |
| 2013–2017 | Computer and Information Networks Technical University of Moldova, Chisinau (Moldova) | EQF level 7 |
| 2013–2016 | Diploma of licentiate in Humanities : Philosophy Moldova State University, Chisinau (Moldova) | EQF level 6 |
| 1992–1998 | Diploma, Computers and Networks Technical University of Moldova, Chisinau (Moldova) | EQF level 6 |

PERSONAL SKILLS

Mother tongue(s) Romanian

Foreign language(s)

| | UNDERSTANDING | | SPEAKING | | WRITING |
|---------|---------------|---------|--------------------|-------------------|---------|
| | Listening | Reading | Spoken interaction | Spoken production | |
| English | B1 | B2 | B1 | B2 | C1 |
| Russian | C2 | C2 | C2 | C2 | C2 |

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- Team Spirit;
- Multicultural awareness: cultural sensitivity and an ability to build rapport with a diverse workforce in multicultural settings.
- Great communication skills;
- Ability to assume responsibilities.

Digital skills

| SELF-ASSESSMENT | | | | |
|------------------------|-----------------|------------------|-----------------|-----------------|
| Information processing | Communication | Content creation | Safety | Problem-solving |
| Proficient user | Proficient user | Proficient user | Proficient user | Proficient user |

Digital skills - Self-assessment grid

- excellent knowledge or computer architecture of Computers and Network interactions
- good command of office suite (word, excell, powerpoint, presentations software)
- good comand of photo editing software and amateur photographer

ADDITIONAL INFORMATION

- Certifications** Mikrotik Certified Network Associate (MTCNA) License 1206NA217
- Certifications** Mikrotik Certified Routing Engineer (MTCRE) License 1207RE029
- Conferences** Conferința Internațională MoodleMoot Moldova, 4 - 8 Aprilie 2016. Ateliere practice :
1. Platforme electornice de predare învățare și evaluare
 2. Crearea unui curs de succes utilizând instrumente de captură și editare video în dezvoltarea materialelor didactice
 3. Realizarea exercițiilor interactive, utilizând softuri educaționale integrabile cu Moodle
 4. Analiza complexității și dificultății itemilor în baza testelor susținute de studenți
 5. Moodle - instrument de promovare și interconectare
 6. Cu mijloacele Moodle un catalog online
- Courses** Applying Digital Technologies for Civil Society Workshop hosted by USAID's Moldova Partnerships for Sustainable Civil Society Project in Chișinău, Moldova, 14 - 15 December 2016
- Conferences** MoodleMoot International Conference Moldova, 4-8 April 2016. Practical workshops:
1. E-learning platforms for learning and evaluation
 2. Create a successful course using video capture and editing tools in the development of teaching materials
 3. Making interactive exercises using Moodle-enabled educational software
 4. Analysis of the complexity and difficulty of the items based on the students' tests
 5. Moodle - promotion and interconnection tool
- Certifications** 23 - 24 Noiembrie 2013, AO Best Chișinău și AXA Management Consulting
1. Marketing Vocațional
 2. Leadership & presentation skills
- Certifications** Certificate of training Project-Management, organized by Training Vocational Centre under the Chamber of Commerce and Industry of RM Chișinău, 15 - 16 April 2013