



Candidate File

Mathieu Guastella

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- Edition 3.3 reviewed April 2004
- 7 pages, this one included.
- Last version available on line in several languages :
<http://www.mat.be/cv>

Curriculum Vitæ

- Edition 5.3 reviewed April 2004

Formation of Administrator and PC & Network Technician

- Annexed to the Curriculum Vitæ
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Objective : An IT consultant, experienced, dynamic and capable of helping in your office for a few hours a week ?
Yes, it's possible !

Dear,

Your company is expanding and wants to enlarge its activities in the computing sector. My professional aim is to offer my future clients a complete service which fulfils their expectations.

My assets are my wish to know as much as possible concerning new technologies plus my professional experience which gave me the knowledge needed to develop and maintain any computer network as well as understanding the internal dynamics of a firm. I had an unlimited contract for two years as an **IT Manager** in a group of four societies in the advertising and media branch and I am working now as an **IT Consultant** specialized in the development and maintenance of computer networks. My **Curriculum Vitae** will show you that those are not my only assets. I am able to advise my clients in more ways than one.

As I introduce in the objective, my hours are flexible. I can be at your disposal for a few hours a month as well as a few days a week...depending on your needs.

My application is spontaneous because it is my ambition to qualify and succeed in my professional activity.

A letter cannot reveal the whole competence of a person and that's why I would like to meet you, so that I can motivate my reasons. If I don't hear from you in a week's time, I'll take the liberty of calling you.

Respectfully yours.



Mathieu Guastella

Curriculum Vitæ

Edition 5.3 reviewed April 2004

The layout is spread over a few pages this CV is brief and objective.

I. Presentation

Mathieu Guastella

Belgian, single, ~23 years old

Born on the 24th of March 1981 at Schaerbeek.

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Web Site

www.mat.be

II. Formation

<u>Year</u>	<u>Attainment</u>	<u>Event / Organisation</u>
2003	Conversation English	CLL – Centre de Langues
	Microsoft .NET Convention	Mobility & Servers .NET/2003
2002	Driving Licence Cat. B	Driving School Simonis / GOCA
2000	Microsoft Certified Systems Engineer	New Horizons
	MCSE Microsoft Official Curriculum 1560 – Update Skills from Windows NT 4 to Windows 2000	
	Microsoft Access 2000	Cefora
1999	Administrator & PC & Network Technician	Cefora
	See § VII. Annexe	
	Brainstorming & Memory Optimization	Amplitude
1998	Graduate Computer Coding Languages	Institut Supérieur de Formation Continue d'Etterbeek
	English UF-2	Institut Supérieur de Formation Continue d'Etterbeek
1997	Graduate Management & Bookkeeping	Institut Saint-Adrien
1995	Economics & Latin	Institut Saint-Louis
1994	Economics & Latin	Collège La Berlière
1993	Comprehensive School	Regional School #16 – Molenbeek-Saint-Jean

III. Experience

<u>Year</u>	<u>Company</u>	<u>Sector of activities</u>
2003	MGD Group	IT Consulting
2002	<u>Title</u> Managing Director / ICT Consultant <u>Activities</u> Adviser in enterprises, outsourcing, ... (www.mgdgroup.com)	
2001	Field Resource sa Alizé Média sa Media Enterprises Group sa Publiroll sa	Advertising Field Services
2000		Advertising Agency
		Satellite streaming in hypermarkets
		Advertising Agency
	<u>Title</u> IT Manager <u>Activities</u> Installation of servers & domain, administration, help desk, webmaster, ...	
1999	Vacances Vivantes asbl <u>Activities</u> Teaching the use of Windows, QuickBasic and HTML languages.	Vacation Stay
	Mauser Office sa <u>Title</u> Direction Assistant <u>Activities</u> Writing and sending commercial mail; improving technologies.	Office Furniture
1998	Vacances Vivantes asbl <u>Activities</u> Teaching the use of Windows, Office and Visual Basic language.	Vacation Stay
	Actel Direct sa <u>Title</u> Senior Project Leader Assistant <u>Activities</u> Installing new network components and maintenance.	Car Insurance
	Vacances Vivantes asbl <u>Activities</u> Animator.	Vacation Stay
	Kid's Computer Club asbl <u>Activities</u> Teaching the basic use of Windows and internet.	Workshops
	Vacances Vivantes asbl <u>Activities</u> Teaching the use of de Word, Excel, PowerPoint, Access and FrontPage.	Vacation Stay
1997	Actel Direct sa <u>Title</u> Senior Project Leader Assistant <u>Activities</u> Installing new network components and maintenance.	Car Insurance

IV. Aptitude – *acquired mostly autodidactly*

Network

- Installation and migration of domains and networks
Novell NetWare, Windows 9X/SE/ME/NT/2000/XP Advanced Server, Active Directory
- Inter-networks connections
Macintosh, Linux, Solaris, Sparc, AS/400, BeOS, QNX
- Active Directory, Forests
- DNS & DHCP servers' configuration
- Automatiques deployment
SysPrep, MSI, MST
- Protocols configuration
TCP, IP, IPX, SPX, NetBios, IR
- Implementing mail systems (SMTP), Fax, X.400, Chat (IM), SMS; and appropriate connectors
Exchange 2000 Enterprise/Conferencing Server, MSN Messenger Server, FaxMaker, ...
- Inter-devices communication
GSM, Palm, PocketPC, Handheld PC
- Scripts running, roaming profiles, off-line synchronisation
- Data transmission technology
Analogic, numeric, IDSN/RNIS, ADSL, SDSL, television cable, leased line
- Remote assistance
pcAnywhere, Remote Access

Security

- Firewall, router, VPN, IPSec and others gateways
Cisco, Alcatel
- Anti-virus, mail filter
- NTFS, sharing, rights & permissions, crypting, PGP
- Backup, data safety
- Group Policies

Graphics

- Slideshow
PowerPoint, Scala Computer Television, DemoShield
- Complex edition layout
InDesign
- Logos designing
Illustrator
- Images-editing, optical effects
Photoshop, Bryce, Painter
- 3 dimensions creations
Carrara, 3D Studio MAX, RayDream 3D

Web

- Web sites design, Encoding HTML, JavaScript
Dreamweaver Ultradev
- Implementing ASP, Header, Jet, SQL and ODBC
- FTP maintenance installation, BBS
- Visual and sound dynamization
Flash, ImageReady, FruityLoops

Coding / Programmation

- Visual Basic, Delphi, Turbo Pascal, GW-Basic and Assembler languages
Visual Studio
- Coding of installation programs
InstallShield, Wise Installer, Microsoft Installer

Telephony

- Programmation & maintenance of telephone exchanges
Siemens HiCOM, Alcatel VMS, Belgacom Forum

V. Expression

<u>Language</u>		<u>Understanding</u>	<u>Writing</u>	<u>Diction, pronunciation</u>
French	Native language	Perfect	Perfect	Perfect
English	Professional language	Perfect	Good	Good
Dutch	School notions	Fair	Fair	Fair
Italian	Parent language	Good	—	—

VI. Free Time

Theatre, music, ski, ice-skating, swimming, ...

VII. Annexe

- Program « Formation of Administrator and PC & Network Technician » of Cefora

Formation of Administrator and PC & Network Technician



Wavre, Belgium – from the 25th of October 1999 to the 12th of May 2000
Formation Center of the Equal National Auxiliary Commission for Employees

General Basic Formation

<u>Subjects</u>	<u>Number of days</u>
Computing initiation – DOS	5 days
Windows 3.11, 95, 98 & NT	10 days
Internet	2 days
Hardware techniques, electricity & electronic	10 days
Network basis	7 days
Office	5 days
Communication techniques	4,5 days
Technical English	5 days

Subjects specifically for Administrators

<u>Subjects</u>	<u>Number of days</u>
Network conception	7 days
Network softwares	25 days
Linux	8 days
Hardware techniques	3 days
Instructors' Formation	2 days
Help desk	1 day
Job seeking	10 days

Subjects specifically for Technicians

<u>Subjects</u>	<u>Number of days</u>
Network conception	3 days
Hardware techniques	16 days
Network softwares	16 days
Linux	8 days
Customers' relations	3 days
Job seeking	10 days

Training in companies

4 weeks – from the 17th of April to the 11th of May 2000