



Candidate File

Mathieu Guastella

Candidate File

- 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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Mathieu Guastella
Rue Van Kalck 62
B-1080 Brussels

+32 495 10 10 11
mat@mat.be
www.mat.be

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.

Van Kalck Street 62
B-1080 Brussels

Mobile

+32 495 10 10 11

Fax

+32 495 56 26 26

Mail

mat@mat.be

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

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