



JAKUB NOVÁK

Hi, my name is Jakub Novák, and I'm a passionate young professional with a focus on technology. I have experience in a variety of areas, including robotics, automation, web scraping, end-point management, and remote support. Find out more about me at www.jakub-novak.sk.

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Košice, Slovak Republic

Date of birth: 6. 6. 2003

SKILLS

Autodesk Inventor

Advanced

IT support

Advanced

Microsoft Office 365

Advanced

Remote Support

Advanced

WordPress

Skillful

Adobe Creative Cloud

Skillful

C++

Basic

Windows Server

Basic

BitLocker

Basic

VMware ESX

Basic

JavaScript

Beginner

LANGUAGES

Slovak

Proficiency (C2)

English

Upper intermediate (B2)

INTERESTS OR HOBBIES

I enjoy studying electronics and exploring new technological procedures. My interests include programming and data processing, graphic design tools, 3D modeling, and 3D printing. I'm also diving into Adobe Creative Cloud to enhance my design skills.

WORK EXPERIENCE

SYSTEMS ADMINISTRATOR

MSG LIFE SLOVAKIA S.R.O. / KOŠICE, SLOVAK REPUBLIC / JUNE 2023 - CURRENTLY

- **Managing Hardware Resources:** Efficiently oversee and optimize hardware assets, both on-site and remotely, to maintain peak performance.
- **Providing User Support and Guidance:** Offer comprehensive technical assistance to end-users, utilizing tools such as PowerShell, CMD, and sysinternals utilities, swiftly resolving hardware-related queries and issues.
- **Collaborative Communication:** Collaborate effectively with partners and service providers, ensuring streamlined hardware operations and prompt issue resolution.
- **Active Directory Management:** Expertly handle Active Directory, including user account management, to ensure a seamless user experience.
- **Ensuring Data Security:** Implement BitLocker administration and recovery procedures, enhancing data security and facilitating access to encrypted drives when needed.
- **Configuring Servers:** Skillfully implement changes and configurations on various servers to cater to the evolving needs of the organization.
- **Endpoint Device Management:** Maintain device configurations to bolster network security and efficiency, guaranteeing a secure and optimized network.
- **Remote Software Updates:** Effectively manage software updates remotely, ensuring that all machines are current and operating at peak performance.
- **Boosting Productivity:** Actively utilize Microsoft Office 365 and other tools to enhance productivity across the organization, ensuring hardware seamlessly supports software for optimal performance.

TECHNICAL SUPPORT

8888 PLUS S.R.O. / KOŠICE, SLOVAK REPUBLIC / MAY 2022 - CURRENTLY

Technical support for clients and employees, assignment of projects for the new applications, and creation of documentation. Windows/VM administration.

STUDENT INTERN

MITSUBISHI ELECTRIC / KOŠICE, SLOVAK REPUBLIC / MAY 2022 - MAY 2023

Modeling of production lines in 3D and programming Mitsubishi robotic arms. Work with PLCs, HMIs, inverters, and so on. Modeling of production lines in 3D and programming Mitsubishi robotic arms.

PRODUCT MANAGEMENT - ESHOP

CB ELEKTRO S.R.O. / KOŠICE, SLOVAK REPUBLIC / JUNE 2021 - AUGUST 2022

Creation, translation, obtaining documents from suppliers for new products. Data matching and web scraping.

WEB DESIGNER

TALBOT S.R.O. / SEPTEMBER 2020 - MARCH 2021

Creation of websites in the WordPress CMS system; communication with the customer; content creation; web administration.

EDUCATION

FACULTY OF ELECTRICAL ENGINEERING AND INFORMATICS

Cybersecurity

Technical University of Košice / September 2023 - Currently

The Cybersecurity study program will provide the ability to analyze computer and information system security threats, implement information security solutions, apply human-computer interaction principles in designing information technology systems, work with tools used in software development and documentation, and effectively operate computer and software systems.

SECONDARY SCHOOL OF ELECTRICAL ENGINEERING

Electrical engineering - industrial automation

Košice, Slovak Republic / September 2019 - May 2023

COURSE OR CERTIFICATE

CERTIFICATE OF PROFESSIONAL COMPETENCE §21 - ELECTRICAL ENGINEERING

/ September 2019 - May 2023