

Résumé

ALVIN KHO



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Cover Letter

Dear Reader:

I am currently seeking new job opportunities in Hong Kong commencing **October 1993**.

I have the following qualifications:

- am fluent in both Mandarin and Cantonese and speak a number of other dialects as well;
- have been certified as a NetWare Engineer (CNE) with 2 years experience on Novell NetWare;
- have designed, implemented and supervised the installation of more than 10 small to medium size networks, as well as several large ones;
- have extensive operating experience on both micro computer systems (DOS, Macintosh OS, Windows, Windows for Workgroup, Windows NT, OS/2, and UNIX) and mainframe systems (MVS/XA, VM/CMS);
- have comprehensive knowledge of network protocols, connectivity and communication products;
- have worked with a variety of PC hardware and software products and have been actively involved in both alpha and beta testing of a number of cutting edge technologies.

I seek to move to a company which will provide a new set of challenges, where I can apply my creative analytical skills to enhance profitability and productivity of their computer systems. I am a very reliable and highly dedicated individual.

While I prefer not to use my employer's time taking personal phone calls at work; to initiate contact I can be reached, with discretion, at **(416) 733-6820**. Otherwise, please call **(416) 658-6723** after 8 p.m. EST.

Thank you for your support and consideration.

Sincerely

Alvin L. Kho

Personal Details

Career Goal

Personal Traits / Strengths

Interests and Activities

Other Information

Special Skills

Business Skills

Technical Skills

Education

University of Waterloo
Novell, Inc

Employment History

Business Systems Development Analyst (Present)

Technical Consultant

UW Co-op Work Terms

References

Choong-Loon, Chin
Martina Boy

Career Goal

To pursue a career in the field of network system engineering and development.

Personal Traits / Strengths

Highly responsible, reliable, self-motivated and an excellent team player.

Interests and Activities

- Active participant of bowling, volleyball, badminton and table tennis
- Volunteer for the Xerox United Way Committee
- Also interested in graphics design, desktop publishing and fonts creation

Other Information

Age: 25

Marital Status: Married

Health: Excellent

Business Skills

Analysis, Problem Solving, Planning, Organizing, User Support, Training

Technical Skills

Languages

Hardware

Operating Systems

Graphics User Interface (GUI) Environments

Network Connectivity/Products/Software

PC Software

Languages

(In order of proficiency)

- C
- Visual Basic
- Windows SDK
- CUSP (CUser Programming Language)
- PASCAL
- COBOL
- JCL
- FOCUS

Hardware

- IBM S/370
- Teradata DBC/1012
- DEC VAX II
- SUN SPARCstation
- Xerox 6085 / 6520 / 8010 workstation
- Apple Macintosh
- IBM PC/AT and Portable Laptop

Operating Systems

- IBM MVS/XA
- IBM VM/CMS
- DEC VMS
- AT&T/Berkely/Sun UNIX
- Xerox Pilot
- Microsoft Windows NT
- Novell NetWare
- Apple Mac OS
- IBM OS/2
- Microsoft Windows
- PC/MS-DOS

Graphics User Interface (GUI) Environments

- Xerox GlobalView
- Microsoft Windows/Windows for Workgroup
- Apple Macintosh Finder
- IBM OS/2 Workspace
- X-Windows

Network Connectivity/Products/Software

- Networking Topologies: IBM SNA and Ethernet
- Networking Protocols: XNS, TCP/IP, IPX and AppleTalk
- Cisco and Centrum Routers, SynOptics Concentrator, 10BaseT hubs
- Network General's Sniffer Network Analyzer
- Novell LANalyzer for Windows
- Intel NetSight Protocol Analyzer
- Novell NFS, TCP/IP Transport and LAN Workplace for DOS
- Novell NetWare for Macintosh
- ARCserve and Legato Tape Backup software

PC Software

- Major business spreadsheets (Lotus 1-2-3, Excel and Quattro Pro)
- Major word processors (WordPerfect and Word for Windows)
- Major desktop publishing software (Xerox Ventura and PageMaker)
- Major database applications (dBase, Microsoft Access and Claris FileMaker Pro)
- Various utilities (Norton Utilities, PC Tools and Communication packages)
- Microsoft Project, Mail, Works, Money and Publisher
- CorelDRAW!

University of Waterloo

May 1992

Honours Bachelor of Mathematics (co-op program), major in Computer Science and specializing in Information Systems (CS/Info).

Degree requirements included the following business related courses: Accounting, Marketing, Personnel Policy, and Business Law.

Academic Achievement

- Winner of the 1988 Waterloo Mathematics Open Contest
- Ontario Scholar

Novell, Inc

July 7, 1993 - Novell Certified NetWare Engineer (CNE).

Following is a list of tests I used towards my certification:

- DOS/Microcomputer Concepts for NetWare Users
- NetWare v3.11: System Manager
- NetWare v3.11: Advanced System Manager
- Networking Technologies
- NetWare Service and Support
- NetWare TCP/IP Transport
- Production Information for Gold Authorized Resellers

Enterprise CNE in progress.

Business Systems Development Analyst (Present)

May, 1992–Present

Xerox Canada Ltd., North York, Ontario.

(Information Services Department - Infrastructure Group)

- Aided in the implemented of the first Xerox PC/UNIX Client/Server application: CASH in a Wide Area Network (WAN) environment.
- Organized and installed a new 10BaseT cabling system in Xerox Calgary district office.
- Designed and implemented the Xerox Canada Head Office Production Server and associated software development platform in the Production Local Area Network (LAN). Network serves over 200 users and 20 application developers.
- Installed and supported several small (2 to 15 users) and medium (15 to 75 users) size networks for other Xerox districts across the country. Achieved a high level of technical skills in Network installation, administration, testing, troubleshooting, and maintenance.
- Tested and evaluated new products as they became available to insure the company's ability to provide state of the art technology to our customers.
- Aided in the integration of Novell NetWare, OS/2 and Windows for Workgroup into the existing Xerox XNS Ethernet network.
- Maintained general support for the Production LAN and provided second level support to Help Desk personnel and network system administrators.

Technical Consultant

Jan. 1992–April 1992

University of Waterloo, Waterloo, Ontario.
(*Department of Computer Science*)

- Interacted with students and professors to provide end-user support and resolved PC, Macintosh and UNIX systems/applications problems.

UW Co-op Work Terms

Xerox Canada Ltd.,
5650 Yonge Street, North York, Ontario. Canada. M2M 4G7

Information Services Department (ISD)

Overall Evaluation Received: ***Excellent***

Assignments:

Database Analyst

Associate Programmer/Analyst

Junior Programmer/Analyst

Junior Programmer

Database Analyst

Sept. 1991 – Dec. 1991 & Jan. 1991 – April 1991

ISD - Data & Database Administration (**DDBA**) Group

- Organized and completed a two phases project to implement the Teradata relational database entities into the existing data dictionary structure.
- Provided technical support for programmer productivity tools such as Xpediter, Navigator and DataVantage.
- Worked in conjunction with personnel department and System Planning Group to develop an employee satisfaction survey system.

Associate Programmer/Analyst

May 1990–Aug. 1990

ISD - Xerox Financial Division Team (**XFD**)

- Provided general programming and user support for the XFD.
- Aided in the rewrite of the XFD system for G.S.T. implementation.

Junior Programmer/Analyst

Sept. 1989–Dec. 1989

ISD - Customer Relations Department Team (**CR**)

- Aided in the implementation of Customer Complaint Management System.
- Provided solutions to PC connection problems between Microsoft Windows LAN-based application and IBM host for the new Xerox Answer Center.

Junior Programmer

Jan. 1989–April 1989

ISD - Xerox Inventory Control Optimization Network Team (**XICON**)

- Responsible for revising 79 Inventory Control programs to the new network system protocol and architecture.
- Assisted in the creation of new database segments for the Inventory system.

Choong-Loon, Chin

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