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**William S. Jensen**



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## Objectives

- To help a progressive company achieve a premier position through the use of effective computing technology.
- To deliver power, reliability, and increased productivity to computer users - through the application of vision, efficiency, and innovation in Computer Systems Management.



## Summary of Qualifications

- Hands-on experience as the System Administrator for both Mainframe and PC LAN systems.
- Strong knowledge of DOS versions through 6.2.
- Ability to program in COBOL, Visual Basic, Access, and familiarity with several macro languages.
- Experienced with numerous DOS-based PC applications, such as Lotus 123, Quattro Pro, Harvard Graphics, etc.
- Intimate experience with Microsoft Windows Operating System.
- Expert knowledge of all Microsoft products, including Office, Word, Excel, Powerpoint, MS Mail, Access, Publisher, etc.
- Experienced in setting up telecommunications links and FAX capabilities.



## **Work Experience**

Hammond Precision Industries, Burbank, California - 1983 to Present

Bertrand Smith Instruments, Boise, Idaho - 1978 to 1983

ACS Management Consultants, Dallas, Texas - 1972 to 1978

## **Hammond Precision Industries, Burbank, California - 1983 to Present**

- Installed, maintained, and managed the PC Local Area Network (50 users).
- Responsible for hardware and software acquisition, installation, and maintenance.
- Managed the help desk and user relations, and coordinated training.
- Completed numerous special projects, including system installations, database conversions and programming,, marketing projects, and others.
- Responsible for verified productivity increase of 18.7% in one year.

## **Bertrand Smith Instruments, Boise, Idaho - 1978 to 1983**

- Held the position of Controller.
- Responsible for all financial analysis, reporting, and management.
- Set-up general ledger and journals, which were previously non-existent.
- Responsible for organizing factory work flow and processes.

## **ACS Management Consultants, Dallas, Texas - 1972 to 1978**

- Held the position of Senior Management Consultant.
- Managed a direct staff of 15 employees.
- Responsible for coordination of the activities of approximately 75 satellite offices across the United States.
- Responsible for the development and implementation of 1, 5, and 10 year strategic business plans.



# Education

Masters in Business Administration - 1972

Bachelor of Science - Business and Economics

Miscellaneous



## **Masters in Business Administration - 1972**

- University of Pittsburgh, Pittsburgh, Pennsylvania - 1972
- 3.87 G.P.A.

## **Bachelor of Science - Business and Economics**

- Penn State University, State College, PA - 1969
- Major in Business, Minor in Economics
- 3.9 G.P.A.

## **Miscellaneous**

- Completed numerous seminars and training classes on the subject of computer operating systems, computer software, computer maintenance, Total Quality Systems, and management strategies.

## Licenses and Certifications

- Certified Novell Network Engineer (CNE)
- Certified Microsoft Solutions Trainer



## References

Dr. John Wilson

Martin S. Graham, Ph.D.

Joseph Marks, CEO, ACS Management Consultants, Inc.

## **Dr. John Wilson**

Bill Jensen has been a trusted friend for over 25 years. I can personally attest to his honesty, and tenacity in the face of adversity.

Bill has consistently put his wholehearted effort into every endeavor he has undertaken. Without reservation, I heartily recommend his services.

Sincerely,

Dr. John Wilson

January 1995

## **Martin S. Graham, Ph.D.**

I have worked with Bill Wilson on various projects over the last 15 years, and have always found him to be efficient and thorough. He works well with other people, and has an ability to coordinate large projects which involve numerous departments and individuals.

Bill is the type of person who gets highly involved, and follows through on details until a project is completed. I believe he will be a valuable asset to any company which employs him.

Martin S. Graham, Ph.D.

1995

## **Joseph Marks, CEO, ACS Management Consultants, Inc.**

Bill Wilson was a valuable employee when he worked for our company over 15 years ago, and remains valuable to our company today. We have continued to rely on his advice, and still hire him regularly as a business consultant. Without his help, I am confident we would not be as successful as we are.

Bill is a team player in every respect. He has been the driving force behind several large projects, which would not have been completed without his ability to coordinate the efforts of diverse individuals.

I am proud to recommend Bill Wilson to you. Should you wish to speak with me regarding Bill, please contact me at 713-555-1234.

Joseph Marks

June 15, 1994





## How to Contact Me



By US Mail



By Electronic Mail



By Phone or FAX



**By US Mail**

**William S. Jensen**

**1317 Mountain View Drive**

**Glendale, California 91208**



## **By Electronic Mail**

**Internet: [wjensen@netcom.com](mailto:wjensen@netcom.com)**

**CompuServe: 79953,123**



## **By Phone or FAX**

**Phone: 818-555-1234**

**FAX: 818-555-5678**

# **Information & Ordering**

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It can be effectively distributed by diskette, e-mail, on-line services such as CompuServe and America Online, the Internet, and more. Computer users will often send it to others because it is so unique. In fact, you may receive job offers from employers you never knew existed.

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## Order Form / Invoice

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Vision Software  
1031 Calle Azul  
Glendale, CA 91208

### To Order:

Send this order form and your check to the address above.  
Enclose your resume or text, along with any special instructions.  
You may submit your text on acceptable media\* for faster processing.

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Address: \_\_\_\_\_

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Phone: \_\_\_\_\_

E-mail address.: \_\_\_\_\_

### Order Details:

Package A - The Classic Qty. \_\_\_\_\_ x \$ 39.00 ea. = \_\_\_\_\_

Package B - The Elite Qty. \_\_\_\_\_ x \$ 59.00 ea. = \_\_\_\_\_

Package C - The Ultimate Qty. \_\_\_\_\_ x \$ 79.00 ea. = \_\_\_\_\_

Additional Custom Diskettes: Qty. \_\_\_\_\_ x \_\_\_\_\_ ea. = \_\_\_\_\_

(1-9 = 3.25 ea., 10-24 = \$ 2.75 ea., 25 or more = \$ 2.25 ea.)

Anti-static diskette mailers: Qty. \_\_\_\_\_ x \$ 1.19 ea. = \_\_\_\_\_

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From Hardcopy: Qty. \_\_\_\_\_ x \$ 7.50 ea. = \_\_\_\_\_

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Shipping/handling: \$ 5.00

Total amount enclosed: \_\_\_\_\_

Special instructions: \_\_\_\_\_

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- Company Profiles.
- Electronic Product Catalogs.
- Database design and programming.
- Custom Programming

# Glossary of Terms

PC

COBOL

DOS

LAN

# PC

IBM-Compatible Personal Computer

# **COBOL**

COmmon Business-Oriented Language

# **DOS**

Disk Operating System

# **LAN**

Local Area Network

