

Kevin Michael G. Ngkaion

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An enthusiastic and reliable individual with a strong understanding of programming principles. Furthermore, I am a global citizen with exceptional people skills, able to communicate in multiple languages including English, Filipino, Mandarin, and Bahasa Indonesia.

Skills

Technical

- Java, Python, SQL, PHP, JavaScript, HTML, CSS, VisualBasic
- Familiar with Linux operating systems and working with the terminal.
- Test driven development – JUnit Testing
- Data structures – Implementing complex data structures and optimizing code to use the best data structure to minimize $O(n)$ runtimes

Teamwork and Collaboration

- Regularly collaborated with both internal and external project stakeholders to ensure timely execution of project deliverables by using Gantt Charts
- Coordinated with dive team to successfully replace 2 ton trash racks underwater by maintaining clear communication and using pre-established signals and procedures
- Prevented delays in team deliverables by understanding schedules for both team and individual tasks, preparing alternative action plans to ensure team success

Leadership

- Led team training initiatives to increase the team's productivity and efficiency
- Led the data collection process among 12 different locations for our key clients
- Managed a diving vessel with up to 24 passengers, including trip schedule planning, conducting safety briefings, and ensuring the best guest experience on SCUBA trips around the Philippines

Miscellaneous

- Researched new markets and existing products and presented to executive management for SWOT analysis
 - Kept up to date on tax and labor codes in my assigned countries and maintained understanding of current events in the different regions
 - Peer tutor for first year CIS students at Okanagan College
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Education

Okanagan College, Vernon, BC

Computer Information Systems Diploma

May 2023

- GPA: 90.7%

Awards: Dean's List Fall 2021 and Winter 2022 Semesters

Xavier University, Williams College of Business, Cincinnati, OH

Bachelor of Science in Business Administration

May 17, 2014

- Management w/ minor in Human Resources
- GPA: 3.03

Awards: Fr. J. Peter Buschman Award for Academic Achievement Merit Scholarship

Work Experience

Starbucks, Vernon, BC
Barista

September 2022 – Present

- Ensure top quality customer service
- Prepare custom beverages made to order for our patrons

Birches Group LLC, Makati, Metro Manila
Sr. Compensation Analyst/Survey Data Manager

August 2020 – November 2021

- Managed the data collection process for key clients in over 20 countries
- Reviewed and approved data entry submissions for quality and consistency

Philippine Technical Divers, Makati, Metro Manila
Open Water Instructor/Technical Diver

August 2018 – December 2021

- Train scuba divers from entry-level to leadership and professional roles
- Plan and organize dive trips and classes
- Provide equipment sales advice to students and customers based on their diving needs
- Perform maintenance on dive equipment including regulators and compressors

Birches Group LLC, Makati, Metro Manila
Sr. Compensation Analyst/Survey Data Manager

April 2015 – July 2018

- Nurtured relationships with key clients across over 40 countries, analyzing potential opportunities for new projects
- Coordinated with other teams to develop and propose changes to the survey delivery process to maintain efficiency and quality
- Trained new analysts and mentored a team of 12, ensuring quality and consistency in output of team's deliverables
- Assisted in the planning and execution of compensation restructuring for major clients, including job analysis, salary scale design, and organizational development and design

Activities

- Jakarta International School Magic Club - Vice-President (2009 to 2010)
- Bangkok Patana School – Varsity Basketball (2006 to 2008)
- Gawad Kalinga – community development foundation helping build homes for the underprivileged
- Scuba Academy Manila Underwater Clean-up Weekend – Event Organizer

References

- **Jim Nastos** – Professor, Okanagan College (j.nastos@okanagan.bc.ca)
- **Billy Spelchan** – Professor, Okanagan College (b.spelchan@okanagan.bc.ca)
- **Leah Wallberg** – Manager, Starbucks Village Green (250-309-8870)
- **Slegna Co** – Survey Operations Manager, Birches Group (slegna.coo@birchesgroup.com)

Kevin Michael Ngkaion

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Vernon, BC V1T 3A6
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778-930-1379

November 15, 2022

Global Relay
220 Cambie Street, 2nd Floor
Vancouver, BC V6B 2M9

Application for Java Developer Co-op

I am applying for the java developer co-op as advertised on Okanagan College's co-op job board. I am a CIS Diploma student at Okanagan College with a strong understanding of programming concepts and logic. Your job posting immediately caught my interest as I have been looking to break into the field of programming ever since I wrote my first HelloWorld.java program.

During my first year in the CIS Diploma programme, I have made the Dean's List in consecutive semesters and am on track to make it again this semester. Currently, I am working as a peer tutor at Okanagan College to assist first year students in their programming labs and assignments.

I believe that my robust java skills will be a great addition to your team. Furthermore, I have experience in test driven development with JUnit testing a core element in all our Java assignments this semester. Additionally, I bring corporate work experience with a focus on team work and a continuous product life cycle development.

I believe my experience and skills will make me a great asset to the team at Global Relay

I would greatly appreciate the chance to meet with you and interview for this position. Please contact me any time by phone and/or email posted above.

Sincerely,

Kevin Ngkaion



1000 K.L.O. Road, Kelowna, B.C., Canada V1Y 4X8

Telephone (250) 762-5445 Fax (250) 862-5446

OFFICIAL TRANSCRIPT OF
ACADEMIC RECORD



Student No: 300325759 Date of Birth: 16-APR
Record of: Kevin Michael Gabrieli Ngkaihon
1503 - 39 Ave
Vernon, BC V1T 3A6

Issued To: Kevin Michael Ngkaihon
1503 - 39 Ave
Vernon, BC V1T 3A6

This document has an imprinted seal and does not
require a raised seal.

Course Level: Academic

Current Program
Computer Info Systems Diploma

REGISTRAR

Date Issued: 09-SEP-2022

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SUBJ NO.	COURSE TITLE	CRED GRD	PTS E
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INSTITUTION CREDIT:

Fall 2021

Computer Information Systems

CMNS 113	Technical Comm for Info Techno	3.00 95	285.00
COSC 109	Tech'l Asp'ts of Operat'g Syst	3.00 94	282.00
COSC 111	Computer Programming I	3.00 92	276.00
COSC 118	Computer Networks	3.00 87	261.00
MATH 139	Mathematics for Info Tech	3.00 97	291.00

Ehrs: 15.00 GPA-Hrs: 15.00 QPts: 1395.00 GPA: 93.00

Deans List

Good Standing

Winter 2022

Computer Information Systems

CMNS 123	Analysis & Report for Info Tech	3.00 91	273.00
COSC 121	Computer Programming II	3.00 83	249.00
COSC 126	Systems Analysis and Design	3.00 87	261.00
COSC 131	Visual Programming	3.00 89	267.00
COSC 221	Intro to Discrete Structures	3.00 92	276.00

Ehrs: 15.00 GPA-Hrs: 15.00 QPts: 1326.00 GPA: 88.40

Deans List

Good Standing

Fall 2022

IN PROGRESS WORK

COSC 213	Web development with LAMP	3.00 IN PROGRESS	
COSC 219	Client-side Web Systems	3.00 IN PROGRESS	
COSC 222	Computer Data Structures	3.00 IN PROGRESS	
COSC 236	OO Systems A and D	3.00 IN PROGRESS	
COSC 304	Intro to Database Mgmt Systems	3.00 IN PROGRESS	

In Progress Credits 15.00

***** END OF TRANSCRIPT *****