Kenneth Ho

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WORK EXPERIENCE

U.S. Department of Homeland Security   **January 2024 - Present**
Cybersecurity and Infrastructure Security Agency   Arlington, VA
Office of the Chief Operations Support Officer (OCOSO)
Student Trainee (Admin Support Assistant), GS-03

- Use CISA fleet vehicle telematics data to create Microsoft Excel data tables and graphs to perform vehicle safety trend analysis.
- Create and develop OCOSO web pages using Microsoft SharePoint to provide intuitive, organized, and user-friendly site access.
- Organize and document National Environmental Policy Act (NEPA) reports into internal Decision Support System (DSS) to provide a centralized database for information access.
- Research Government Purchase Card rules and requirements to develop infographic-based instructions on card application process.
- Create and update OCOSO office procedure guides to provide a standardized operating reference for Division staff.

U.S. Department of Defense   **June 2022 – June 2023**
Department of the Army   Arlington, VA
Office of the Chief of Staff of the Army, G-3/5/7
Student Trainee (Administrative Office Support) GS-02

- Manage the Master Administrative Resource Tool (MART) software to ensure personnel information and emergency contacts are accurate and up to date.
- Utilize the Army Pandemic Accountability Reporting Tool (APART) software to perform systematic COVID-related actions and contact tracing.
- Collaborate with other organizational directorates to assist in their applications for Government Purchase Cards.
- Create Microsoft Excel pivot tables to condense and match personnel records with job vacancies for Military and Civilian Divisions.

Data Federal Corporation   **June 2021 – October 2021**
Scanning Technician   Columbia, MD

- Retrieve, organize and prepare physical documents for digitization scanning.
- Assist with quality control review and shredding of scanned materials.

EDUCATION

University of Maryland College Park   **August 2022 - May 2025**
Major: B.S. in Information Science   College Park, MD

- GPA: 3.92

SKILLS

- Microsoft Office: Word, Excel, PowerPoint, SharePoint Outlook, Teams
- Languages: HTML, CSS, Javascript, Python, SQL, R
- Tools and Libraries: ReactJS, NodeJS, Pandas, Numpy, Matplotlib, Scikit Learn
- Amazon Web Services (AWS) certifications:
    - AWS Cloud Quest: Cloud Practitioner (September 2024)
    - AWS Academy Graduate - AWS Academy Cloud Foundations (October 2024)
- Visualization Tools: Tableau, Power BI, Gephi