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
- Organize and document National Environmental Policy Act (NEPA) reports into the Decision Support System (DSS) to provide a centralized location for information access.
- Develop OCOSO program process guides to document standard operations.
- Develop and organize the OCOSO web page using Sharepoint to provide access to an intuitive, organized, and user-friendly site.
- Research Government Purchase Card rules and requirements to develop an infographic instructional sheet on how to apply for a Government Purchase Card.
- Create data tables and visualization charts using CISA fleet vehicles' telematics data to support vehicle safety trend analysis.

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 updated.
- Utilize Army Pandemic Accountability Reporting Tool (APART) software to perform systematic COVID actions and contact tracing.
- Collaborate with organizational directorates to obtain a Government Purchase Card for purchase of required office supplies and furniture.
- Create pivot tables from Excel spreadsheets to condense and match faces with vacancy openings for both the Military and Civilian Personnel Division using the Table of Distribution Allowances (TDA).

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 of scanned materials and shredding of assigned materials.

EDUCATION

University of Maryland College Park   **August 2022 - Present**
Major: B.S. in Information Science   College Park, MD
- GPA: 3.92

SKILLS

- Microsoft Office: Word, Excel, PowerPoint, 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