

1070 Empress Avenue
Victoria, BC, V8T 1P2

Takumi Adachi

takumiadachi@gmail.com
(250) 891-3869

November 27th, 2013

Rob Przybylski, Head of Computer Services
St. Michaels University School
3400 Richmond Road
Victoria, BC V8P 4P5
Fax: 250-592-2812

Dear Mr. Przybylski ,

I am writing to apply for the position of IT Programmer and Help Desk at SMUS. I found this position on the VIATeC job board at www.viatec.ca .

As an individual with a background in IT and programming, I can adapt quickly and contribute to your team immediately. At my previous co-op positions, I regularly contributed work-flow improvements made my work the work of my incumbent faster and less prone to human-error.

I am constantly working with the newest Windows server and consumer operating systems. My current home projects include maintaining a file server/backups/stratum proxy in my linux rig, building a custom router with PFsense, and programming an up-to-date locally stored hearthstone multi-platform app using JQuery, JSON, Javascript and HTML5.

If you need a dynamic person with experience in hardware and software troubleshooting, computer networking, systems analysis, technical writing, and server administration, I am the candidate for you.

Please find my enclosed resume and feel free to contact me via email at takumiadachi@gmail.com or contact me on my cell at 250-891-3869 if you have any inquiries.

I look forward to hearing from you.

Sincerely,



Takumi Adachi

Summary of Qualifications

- Able to install and image workstations, telephones, routers, mobiles devices (iPhone, Android), switches, VPN and printers.
- Ability to provide excellent customer service in a positive, professional manner.
- 3 years supporting Windows environments from XP to Windows and Linux.
- Knowledge of installing OSES, imaging them, managing software and hardware.
- Excellent knowledge of business English and technical writing.
- Self-starter and able to work with a team.
- Intuitive knowledge of standard office equipment and computer systems.
- Programming experience in personal and school projects in various languages of which includes PHP.
- People-focused with an appreciation for developing cooperative working relationships with clients and co-workers.

Professional Experience

Technical Support Analyst

2007 - 2008

Ministry of Attorney General, Victoria BC

Primarily took counter litigation's documents and processed by hand into a batch job usable in our database in addition to providing tier 1 and tier 2 support. Integrity was a priority. This was a co-op position.

- Implemented a VisualBasic script that uses ImageMagick to batch covert images of various types into TIFF format. It significantly reduced the time to process images and input it into the ligation software.
- Assisted co-workers in the same department with calls.
- Provided feedback on testing new systems.
- Installed and troubleshot desktop computer systems.
- Corresponded frequently with clients within and outside the organization to complete legal document processing.
- Produced documentation on better practices.
- Upheld the policies, objectives, and integrity of being employed by the government.

IT Contractor

2006 - 2007

Sydney Fire Department, Sydney BC

This position was a data entry contract and also a co-op position.

- Did a manual data transfer from a legacy database with 4 years of information to a new version.
- Provided oral and written progress reports.
- Completed the database transfer 1 month ahead of schedule and was given the opportunity to shadow the Sydney IT department.

Technical Skills

Skills

Software MS Office 07/10, Exchange, Excel, OpenOffice, IE 8/9/10, Firefox, Chrome.

Platforms Windows XP/Vista/7/8, Server 2012, Unix/Linux, Mac OS X.

Education

University of Victoria

2010 - 2013

Previously in pursuit of a Computer Science degree. 3rd year status.

Camosun College

2006 - 2009

Obtained Computer Systems Technology Diploma with Co-operative Education Designation.

St.Andrews High School

2005 - 2006

Completion of grade 12.

Extracurricular

- Senior executive, kids' instructor and practicing member of the University of Victoria Kendo Martial Arts club for 7 years.