

DAVID M. BISHOP

562 Buxton Avenue • West Hempstead, NY 11552-2835 • 516-481-5098

EXPERIENCE: **PC Specialist:** Olympus America, Inc., Woodbury, New York
October 1992 to Current

Systems: 76 Standalone PCs (39 Dell PCs, 32 IBM PS/2s, 5 Macintoshes), IBM AS/400 Models B50 and E80
Determine needs, set specifications, and evaluate suppliers for all PC-based hardware and software purchases. Install and maintain 5250 Emulation and PC Support twinax connections between personal computers and IBM AS/400 minicomputers. Install software, maintain and train users on over 30 different programs. Ensure software licensing compliance. Resolve hardware and software problems. Paradox RDBMS programming. Visual BASIC programming. Assisted in the rewiring and reconfiguration of a 60-node Novell 3.11 Arcnet network at the Lake Success, New York office.

Network Analyst / Support Specialist: National Investor Data Services, Inc., Southampton, New York
February 1992 to September 1992

Systems: 20-Node Novell 3.11 Ethernet Network, IBM RS/6000 Model 530, Data General MV7500

Supported users and maintained corporate Novell network. Networking and product support for national client base. Installed Novell 3.11 file server, Microsoft SQL server and Novell print server in Southampton office. Resolved hardware and software problems. Helped determine needs and set specifications for the downsizing of product line from mainframes to SQL applications running under DOS, OS/2, and Windows. Communications application programming. Visual BASIC programming. DOS batch file programming.

Information Systems Specialist: N. Racanelli Associates, Hauppauge, New York
January 1990 to January 1992

Systems: 21-Node Novell 2.15 Arcnet Network, 9-Node Data General Minicomputer System, 3 Standalone PCs (also a 9-Node UNIX-based Accounting Network and 4 Standalone PCs at RMD Catering)

Developed long-term Corporate Information System. Created short-term and long-term Information Services plans. Determined needs, set specifications, evaluated brands, and made all computer-related purchase decisions. Installed, maintained and trained users on over 15 different programs. Maintained all computer systems. Upgraded Novell 2.15 network from 9 to 21 users. Added 4 users to Data General minicomputer system. Paradox RDBMS programming. Designed electronic forms. Created user manuals. In addition, did part-time work for RMD Catering (a Racanelli Associates subsidiary), which included the programming of a PC-based Order Entry and Invoice system using Paradox, the installation, maintenance and training of users on a suite of PC-based business applications, and the maintenance and training of users on a UNIX-based accounting network.

EDUCATION: **September 1983 to December 1985**
Carnegie-Mellon University
School of Humanities and Social Sciences
Department of Social Science
Major: Information Systems

January 1988 to June 1990
Dowling College
Degree: BS in Computer Information Systems
Graduation Date: June, 1990
Grade Point Average: 3.66

July 1993

Began self-taught studies to become a Novell Certified Netware Engineer

COMPUTER EXPERIENCE: **Operating Systems / Shells:** Novell 2.15-3.11, MS-DOS 2.1-6.0, OS/2 2.1, Macintosh 1.0-7.1, Windows 2.1-3.1, Saber Menu System For Novell 4.0
Hardware: Intel-based Personal Computers (11 years), Apple Macintosh (9 years), Data General Computers (2 years, 9 months), IBM RS/6000 Model 530 (9 months), IBM AS/400 (11 months)
Software: Database Management, Spreadsheets, Word Processing, Desktop Publishing, Communications, Connectivity, Graphics, Project Planning, Time Management, Forms Processing, Electronic Mail, Utility Applications, Memory Management, Virus Scanners, Integrated Packages
Programming Languages: Visual BASIC, BASIC, Various 4th Generation Languages

PROFESSIONAL MEMBERSHIPS: Data Processing Management Association
Delta Mu Delta (National Honors Society For Business Majors)

REFERENCES: Furnished upon request.