

John H. Ashton
2322 Prince John Dr.
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To whom it may concern

I am excited to know you use Netware, when looking for quality employee's, and would be very interested in talking to you about available opportunities. I am an enthusiastic task oriented individual who works well as a team player or on my own. A former captain in the United States Air Force making a career change, I have eight plus years experience working with PCs and associated peripherals. I am familiar with a large number of software packages, and I pickup new packages quickly. My computer experience is primarily with PCs and ranges from program management to user education and training, most recently as the systems administrator for an organization of approximately 120 people. While experienced predominately with a stand alone PC environment, I recently enhanced my background by putting myself through the Novell CNE program. I am now a Certified Netware Engineer (CNE). In addition to my computer experience, I have excellent management and leadership skills that would be of benefit to you as well. My ambition to succeed and my determination to work hard, doing more than is expected, is unparalleled. I will immediately be a valued asset to your company.

Sincerely,

John H. Ashton

JOHN H. ASHTON
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OBJECTIVE

A position utilizing micro-computers, Local Area Networks, and related hardware\ software, requiring hard work and leadership. I can make a definite contribution to your company's success.

HIGHLIGHTS OF QUALIFICATIONS

- * Certified Netware Engineer (CNE).
- * A born leader, effectively handles positions of major responsibility with confidence.
- * Highly motivated and committed to producing results above what is expected.
- * Well organized, skilled in setting priorities and a good eye for details.
- * Effective in public speaking and media presentations.

EDUCATION

Master of Science, Management, Lesley College, F E Warren Air Force Base, WY.
Specialization: Micro Applications
Bachelor of Science, Criminal Justice, University of Texas at Arlington, Arlington, TX.

EXPERIENCE

COMPUTER SKILLS

- Installed and configured numerous commercial software packages on a variety of machine types.
- Experienced in hardware and peripheral installation, to include; hard disks, floppy drives, memory boards, network interface cards, tape drives, CD ROM drives, modems, printers and image scanners.
- Provided user support for numerous software packages including; WordPerfect, WordStar, DBase III Plus, Excel, Harvard Graphics, Windows, and several government software programs.
- Wrote numerous DOS batch programs to automate command line functions and created customized program menus for novice users.

Machines: IBM XT/AT/PS/2 (MCA) and compatibles (standard and classified configurations), Novell networks (work stations, routers and servers).

Operating Systems/Programs: DOS, OS/2, Netware, Windows 3.0/3.1, WordPerfect

5.2 for Windows, Microsoft Word for Windows, Wordstar, Grammatik IV/V, Lotus 123, Excel, SuperCalc 3, DataEase, PC File III, Dbase 3+/4, Harvard Graphics, FaxWorks for OS/2, Relish for OS/2, BlastFax, Norton Utilities, PC Tools, and numerous diagnostic programs.

Networks: Novell.

- Experience installing Netware operating system (versions 2.15, 2.2 and 3.11) in a variety of network environments including; Token Ring, Ethernet and Arcnet.
- Certified Netware Engineer, CNE course work included:
 - DOS for NetWare Users/Microcomputer Concepts
 - Networking Technologies
 - Service and Support
 - NetWare v2.15 System Manager
 - NetWare v3.11 System Manager
 - NetWare v3.11 Advanced System Manager
 - NetWare v3.11 to v4.0 Update

MANAGEMENT\SUPERVISION

- Responsible for the professional development, semi-annual and annual evaluation and monthly, duty and training schedule of nine officers.
- Supervised two major simultaneous computer system modifications, involving 200 people at 55 locations. Result: successful upgrade with minimal down time.
- Managed all aspects of divisions' computer assets, consisting of twenty personal computers serving 120 people, including acquisition, maintenance and user training.
- Managed all aspects of a Top Secret ADP system terminal, as the terminal area security officer, to include access control, software upgrades and periodic maintenance requirements.
- Utilized DBase III plus to convert division's security program from paper to computer, providing data integrity through a centralized database, and reduced program man-hours (approx.) 30 percent.
- Prevented infection from computer viruses, during a base wide epidemic, through sound security procedures and effective user education.

COMMUNICATIONS

- Provided both formal and informal presentations and briefings to senior leadership.
- Wrote a management control system guide for an organization of seventy people.
- Revised, coordinated and published several organizational operating plans and guides.
- Developed and presented numerous training and informational briefings to staff personnel and co-workers, on a wide range of topics.

PROFESSIONAL ASSOCIATIONS

- CNE Professional Association (CNEPA)

EMPLOYMENT HISTORY

DEC 92-Present Travel & relocation to Dallas/Ft Worth area.

AUG 92-DEC 92	Headquarters Emergency Actions Officer	Ramstein Air Base, Germany
MAY 92-AUG 92	Chief, Operations Plans Division	Incirlik Air Base, Turkey
AUG 90-MAY 92	Emergency Actions/Training Officer	Incirlik Air Base, Turkey
APR 89-AUG 90	Emergency Actions Officer	F E Warren Air Force Base, WY.
APR 85-APR 89	Missile Launch Officer	F E Warren Air Force Base, WY.
JAN 85-APR 85	Student, Missile Combat Crew Training	Vandenberg Air Force Base, CA.
JUN 84-DEC 84	Safety/Security Officer, Wynn Jackson Inc	Dallas, TX.

REFERENCES

Available upon request.