

**SHEK, TAT YAN**  
**Tel: 9736 6940, Age: 27**  
**Email: [tatshek@yahoo.com](mailto:tatshek@yahoo.com)**

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Dear Sir or Madame:

I am seeking a position where my experience and skills can be fully realized. Positions which fall with the scope of my goals and abilities are:

- ERP development and deployment
- Systems development and integration
- Microsoft Dot Net technology (XML, Web Services, SOAP, Dot Net server)
- Rational database development

I am confident I will be an excellent addition to your system development team. I am an eager learner and am willing to work long hours when necessary. As you can see from the below resume, I have a record of consistently producing results in managing database systems. I enjoy the challenge of investigating and solving systems development and deployment.

I would like very much to schedule a personal interview where we can discuss my enthusiasm and qualifications for a position with your organization. I can be reached at the phone number and e-mail address listed above.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Tat Yan Shek

**Qualification:** Detail oriented individual experienced in systems development; capable of working independently or as a team player; able to multi-task and meet deadlines.

**Work Experience:**

11/00-12/01 Union Bank of California, San Francisco, CA, USA

**Title: Business Systems Analyst**

- Acted as liaison between internal clients and programmers
- Coded and maintained ASP intranet applications
- Used crystal report 8.0 to create letters
- Created ActiveX controls for VB applications
- Coded VB applications
- Used ObjectX control to integrate VB applications into AS 400
- Was administrator for 2 SQL servers
- Backed-up and restored databases
- Coded stored procedures for bank critical applications
- Maintained IIS 4.0 for intranet applications
- Developed browser based database applications
- Enhanced corporation management information flow efficiency
- Maintained management graph reporting systems
- Prepared user manuals and documentation for internal clients

12/96-10/00 True America Communication, San Francisco, CA, USA

**Title: Application Programmer**

- Coded Access 97 database
- Used Visual Basic 6.0, ADO to connect SQL Server 7.0
- Coded stored procedures (T-SQL)
- Was Troubleshooter for databases
- Setup Windows NT 4.0 Servers and SQL Server 7.0
- Was Network Administrator for 20 client PCs
- Prepared user manuals and documentation for internal clients
- Provided technical advice, solutions and network administration
- Built and configured NT Server for the users
- Configured Microsoft office, printer sharing, file sharing, assigning privilege and setting up email accounts

**Education:** San Francisco State University, 1998

Bachelor of Science, Business Administration in Computer Information Systems

**Certification:** Microsoft Certified Systems Engineer on Windows NT

**Coveted Goal:** MCP on VB.NET and MBA

**Computer Proficiency:**

- Operating Systems: Windows XP, Windows Server 2000, Unix, Linux
- Programming Language: Visual Basic 6, VBA, ASP, C++, Java, VB.NET
- Database: SQL Server 7.0, Access 2000, ADO.NET, DAO
- Internet Server: Internet Information Server 5.0, JRun Web applications server
- Software: Visual Studio 6.0 (Enterprise Edition & .NET), Crystal Report 8.0, NetMeeting

**Languages:** Fluent in spoken and written English and Cantonese

**Past Salary:** 50,000 US dollars per annum

**Expected Salary:** 180,000 HK dollars per annum

**Available Date:** 30-6-02