Peter George Q. Brooks

3616 Barham Blvd / X302 • Los Angeles CA 90068 • (323) 851-1958 (Home Office) **email**: pcbrooks@earthlink.net

Skills & Experience: Basic=**1**, Advanced=**5**

Excellent interpersonal skills, both face-to-face and via telephone (helpdesk experience); excellent as either self-starter or team member. Strong ability to assimilate new environments swiftly and to devise workarounds for obstacles - systems trouble-shooter. Dedication to the task in hand and perseverance to see a project through to completion, but also able to cope with frequent retasking. Patience under pressure and good with those experiencing technophobia/computer illiteracy.

In–depth Internet experience including downloading, FTP, newsgroup reading/posting (12 years), IP address decoding, WHOIS and Search Engine use and email/WWW address resolution.

GREEN CARD HOLDER – NO SPONSORSHIP REQUIRED!

RECENT ADDITIONS TO NOTE: XML Documentation (XXE/XFC); Simplified DocBook; FOP

Additional hardware experience	Printer programming and configuration**5** including Epson/HP escape sequences**5** and some knowledge of PostScript; modems (standalone**4** and cards**4**); other installations (e.g. hard drive controller**4**, video cards**4**, MIDI**4**, RAM**4** (SIMMs etc), control of videodisk**2** (for interactive video systems), RAID**4**.
Additional skills	Flowcharting**5**, data flow diagrams**3**, truth tables**5**, calculator programming**5** (including RPN).
Animation	Mac MacroMind Director**3**; Mac VideoWorks II**3**.
Authoring (Multimedia)	Mac Authorware Professional**4**; PC TenCore**2**.
Backup Systems	ArcServe**4** (6-tape changer, experience of tape drive BIOS upgrading).
Billing Systems	Platinum AMS (DOS)**3** including modification of source code and customized report writing.
CD-ROM	SilverPlatter's Medline**4**; Apple's PhotoCD**4**; installation**4** and configuration**4** including resolution of IRQ conflicts.
CD-RW	Pacific Digital with NTI CD-Maker**3**.
CERTIFICATION (BrainBench™)	Computer Fundamentals (Win 95/98): Master Level, 4.55 (http://www.brainbench.com/techies/transcript.jsp?pid=3288411)
Charting	Mac CricketGraph**3**, Graph III**2**; PC Chart 4**2**.
Classical Programming Languages	BASIC**5** (networked Visual BASIC (DOS) and other dialects, Visual BASIC for Windows); LOGO**3**; Forth**2**; C/C++**1**; Cobol**1**. Understanding and use of modular approach and of OOPS concepts.
Communications	ProComm Plus**3**; PC-Anywhere**3**; Mac**2** & PC**4** Kermit including script creation.

DBMS	dBASE[5] III+ including programming, debugging, data cleaning and validation, advice on coding within fields, conversion of data types, import/export to other file formats; dBASE IV[3]; dBASE 5[1] for DOS and Windows. Understanding of the concepts of SQL and experience of relational databases. MS Access[3]. Btrieve/Xtrieve[4].
DTP/Page Layout	XMLmind XML Editor[4], XMLmind FO Converter[4]; FrameMaker 5.5.6[2],6[2](PC); Adobe Acrobat 4[4].incl. PDF Writer/Distiller[4];PageMaker 4.01[5] (Mac), 5[2](PC).
Defect Tracking	StarTeam[2]
Email Clients	OutLook[4]incl. archiving and .pst management; VAX MX-MAIL[5]; Pegasus[1], Eudora for Windows[1]; Futurus Mail[4]; Netscape Navigator/ Communicator (up to 4.8) client[5], Internet Explorer (up to 6.0[4]).
File Management	Xtree[5] including file compression (PKZip, ARJ, LZEXE and others) and recovery, function key programming. Strong skills in format conversions.
Flowcharting	ABC Flowcharter[3], SnapGraphics[3]; Visio 2000[4]
Forms Design	PC Forms Designer 5[4]; Mac SmartForm Designer[4].
FTP Clients	VAX FTP[5]; Windows 95 FTP client; various shareware packages.
General	Specification, purchase and installation of hardware and software, plus support and training of staff. Experience of interviewing candidates. Liaison with staff at all levels including developers and senior management.
Graphics (Draw/Paint/Image Editor)	Mac PixelPaint Professional[4]; PC Paintbrush[4]; PC Paint Shop Pro 6[4];Mac Aldus Freehand[2]; PC Deluxe Paint[2]; PC MS PhotoEditor[4]; Word Draw[5]
Hard disk management	PC Norton Utilities[3] including file recovery, and low level operations such as interleave selection, formatting, etc.
Hypertext	Mac Hypercard[1].
Microsoft Office	95[5]; 97[5]; 2000[4]
Modeling	UML[1] (Unified Modeling Language) using Rational Rose 98i[1].
Networking	Novell 3.12[4] /4.1[3]/5[3] (Systems Administrator for 8 months in atypical setup in the UK, similar for 35 months in the USA) including experience of FMS II hub management module[2] configuration, installation of ethernet cards in PCs[5] and Macs[4] with configuration[4], installation[4] of Novell-aware applications (e.g. Lan Workplace for DOS) (all 10/100BaseT); installation of AppleTalk network[3] for small number of Macs.
Neural Networks	DOS Neuroshell[4].

Operating Systems	Various PC and MS-DOS from 3.3 to 6.22 and 7, including full configuration, installation of O/S from scratch, rewriting of CONFIG.SYS**4** and AUTOEXEC.BAT**4** and batch file programming**5**, use of SCANDISK**5**, DEFRAG**5**, and INTERLNK**5**; Windows 3.0**3**, 3.1**5**, 3.11**4**, '95**4**, '98**2** including installation of applications and customizing options; NT4 workstation with SP5**3**; 2000 Professional**3**; Mac Systems 6.0.3 to 7.5**2**; VAX/VMS V6.1**2** + DCL**1**; Linux: Caldera 1.3**1**; OS/400**1**
Other Systems/Applications	INNFax**1**; MICROS POS**1**; HOMISCO**1**; HIS**1**
PBX	MiTel SX-200 Digital (with little or no documentation) including punching down lines, troubleshooting, service modification, etc**3**.
Platforms	PC**5**; Mac**5**; DEC VAX**3**; AS/400**1**; various non-standard equipment.
Presentation	PC Harvard Graphics**3**; MS Powerpoint 97**5**, 2000**5**.
Project Management	MS Project 98**3** incl. configuration and creation of HTML templates for HTML export.
Report Writers	R&R**4**. Alpha 4 V6**3** and Alpha 5**2**.
Spreadsheet	Excel for Mac**2** and for Windows**5** (V5, 7, 97, 2000) specializing in VBA macro programming; Lotus 1-2-3 R2.3**3**, including macro programming (also use of ADD-INs to enable external applications to feed data between e.g. a spreadsheet and a trained neural network), also R3.1**4**.
Statistics	SPSS-PC+**5**/SPSS-X**2**/SPSS-Windows**4**. Background in medical statistics. Use of Data Entry**4** and configuration for complex forms.
Text Retrieval	ideaList for DOS**5**, Windows**4** and Mac**3**, with macro programming and structure coercions.
Version Control	Visual SourceSafe V6**3**
Voicemail Systems	RMail**2**.
Web Clients / HTML	MS IE**5**; Netscape (Mac**4** and Windows**5**), including experience of setting up Web servers**2**; Mosaic**2**. HTML V4**3** and Javascript**2**; MS FrontPage 98**4**
Word Processing	Word 2000**4**, 7**3**, 97**5**, 6**5** and for DOS**5** & Mac**4**; Word Draw**5**; WordStar**5** (various); WordPerfect**1** for Windows.
XML Authoring	XXE**4** (XMLmind's XML Editor, V2.0b1);Simplified DocBook**4**; XFC**4** (XMLmind's FO-Converter); XSL/FOP**2**