

# Kasia Sztaba

305-1117 Ridgeway Avenue  
Coquitlam, BC V3J 1S8

Phone: (604) 939-4601  
Email: kasia@olafinvest.com

## EDUCATION

**Simon Fraser University**, Burnaby, BC, 1997 - 2001

Bachelor of Science (graduation, August 2001)

Major: Management and Systems Science

Major Subjects:

Information Systems	Database Systems	Software Engineering
Computing Science	Discrete Mathematics	Operating Systems
Operations Management	Linear Programming	Behavior in Organizations

**Kwantlen University College**, Surrey, BC, 1994 - 1996

University Transfer Program

## PROFESSIONAL EXPERIENCE

**Canadian Coast Guard (CCG)** – Pacific Region, Technical Services, Vancouver, BC,  
November 1998 – December 1999

Computer Network Support

- Worked with team on the project of installation of fibre optic networks on two CCG ships.
- Demonstrated leadership capabilities by training and supervising four co-op students.
- Developed interpersonal and customer skills by providing technical training and consulting for CCG employees.
- Designed and implemented the automated picture identification system that allows creating electronic picture ids and storing them in a database.
- Provided network support, hardware and software maintenance.
- Built and set-up Y2K compliant computers and servers.

**Simon Fraser University (SFU)** – Student Resource Centre and Health Services,  
Burnaby, BC, July 1998 – August 1998

Internet Researcher

- Researched and compiled information on websites from other universities.
- Contacted other universities by phone or email.
- Assisted with the development of brochures, handouts and other materials.
- Organized student and staff resources in Health Services.

**Simon Fraser University (SFU)** - Continuing Studies, Extension Credit Program,  
Vancouver, BC, September 1997 – April 1998

Webmaster and Internet Researcher

- Created the website for Language Training Institute at SFU.
- Researched and built links between SFU website for the Certificate Program in North American Business Practices and related websites.
- Kept records of websites found, contacts and links made and reported them to the supervisor.

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## MAJOR PROJECTS

- After in-depth analysis, proposed e-commerce and system solutions for the web based retailer company, forsomeonespecial.com.
- Installed and tested fibre optic networks on two CCG ships. The project involved termination, splicing and testing of 700 optical fibres.
- Assisted with setting up the CCG Emergency Response Centre used for monitoring and controlling problems related to Y2K.
- Designed and built the investment advisory website, Olafinvest.com.

## SKILLS

### Special

- Developed analytical and organizational skills by conducting researches, analysing results and creating reports.
- Strong verbal and written communication skills.
- Ability to learn quickly and deal with others in a professional and courteous manner.
- Effective working alone and as a cooperative team member.
- Proven ability to perform under pressure and adapt quickly to a challenge.

### Computer

- Trained and experienced in termination, splicing and testing of fibre optics.
- Programming languages: C/C++, Visual Basic, Modula 2, LISP, Turbo Pascal, HTML and SQL.
- Experience working with Microsoft Operating servers, including Windows NT 4.0 Server, Windows NT Workstation, and the Windows 9.x family.
- Knowledge of analysis and design techniques and systems development methodologies.
- Website management skills. Understanding of issues involved with design and maintenance of business website.
- Comfortable with using: Visio, Dreaweaver, Adobe PageMill, Flash and Fireworks.
- Familiar with software engineering (CASE) tools.

## INTERESTS

Travelling, hiking, photography and psychology.

## REFERENCES

Available upon request.