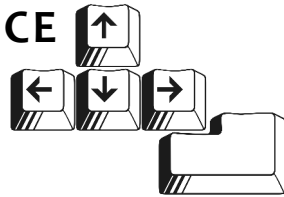


A. A. A. JEANSON

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INFORMATION SCIENCE



Forename Alexandre
Surname Jeanson
Marital status married
Nationality Swiss
Born on July 1, 1967
in France



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Linked  <https://ch.linkedin.com/in/lek108>

Helpdesk agent | IT administrator | Data specialist

Solid 25-year experience, ECDL-certificated, double competence combining computing & library science, proven dexterity in electronic document management tools, French–English bilingual, ease with MS Office & PCs, methodical approach, quick-witted, thorough, sense of detail, efficient

Computer Science

- **Helpdesk** (levels 1 & 2), **troubleshooting** (users and installations)
- **PC configuration, maintenance & networking, system cloning**
- **Domain administration** (domains, users, permissions)
- **Office computing** (MS Office): worksheets, word processing, databases, presentations
- **MS Word as a tool for typography, translation, transliteration, transcription**
- **Digitization, vectorization, OCR, graphics, multimedia**
- **Teaching, training, education in computer science**
- **Computing for libraries** (ILS, DMS, data migration), BiblioMaker, PMB, Virtua
- **Web design, HTML, CSS, programming**
- **Platforms: Windows, Macintosh, iPad, Android**
- **Financial calculations: totals per category and subcategory, supplier and by chronology**
- **Data science: description, analysis, statistics, mining, databases**

Library & Information Science

- **Knowledge organization:** Classification, indexing, cataloguing, bibliographies
- **Collection management & processing**
- **Research, selection, preparation of teaching resources**
- **Transmission of knowledge and passion to the readers**
- **Computer technology (IT, ICT) for library science**

Languages

- **French** mother tongue
- **English** fluent
- **Indonesian** continual practice

Employment & training

Jan 2018 – Jun 2018 Library intern	The Graduate Institute MARC cataloguing, indexing, integrity-checking, data sorting	Geneva
Apr 2017 – Jul 2017 Cataloguer	Swiss Museum of Puppets Computerization of library catalogue	Fribourg
Sep 1997 – Jun 2015 IT administrator	Collège du Léman International School Management of IT lab (24 domain-networked PCs) <ul style="list-style-type: none">• Assist in class teaching, and teach IT skills, articulated around 5 didactic areas• Configuration, customization, maintenance of the PCs and network, in liaison with IT Department• Installation and debugging of the educational software, including security and performance• Management and proofing of user access rights• ICT troubleshooting of pupils and of teaching staff• ICT training of staff	Versoix
Aug 2008 Intern	Pustaka Negeri Sarawak (Sarawak State Library) Data recovery at IT department	Malaysia
Apr 1996 – Feb 1998 Interim archivist	Caterpillar Overseas SA Data recovery and organization at Legal department	Geneva
Oct, Nov 1995 Teacher	Institut d'Enseignement Supérieur de Psycho-Pédagogie Teaching of computer science to adults	Geneva
Jul, Aug 1995 Interim clerk	SGS Société Générale de de Surveillance Billing and certification at the Finance department	Geneva
1995 Interim technician	Darest & Sunset Configuration of computers at technical department	Geneva
1993 – 1995 Consultant	ASITRAC Travel & Tours Computing assistance, network installation	Geneva
1991 – 1992 Clerk	Indian Tourism Office Extensive use of MS-Office and PC	Geneva
1990 – 1991 Substitute teacher	Département de l'Instruction Publique Teaching of computer science in the schools	Geneva

Education

Sep 2014 – Jul 2017 Library science	École de Commerce Nicolas-Bouvier CFC d'Agent en Information Documentaire	Geneva
12 – 16 May 2011 Library science	ECIS Librarians' Conference (attending) Certificate	Istanbul
2007 Computer skills	IFAGE ICDL (International Computer Driving Licence)	Geneva
1989 – 1990 Computer programming	ESC Malagnou	Geneva
1986 – 1989 Computer science	Université de Genève, Faculté des Sciences	Geneva
1979 – 1985 Bilingual secondary education	European School European Baccalaureate of Science	Culham, GB

Hobbies & interests

- **Bibliophilia, collectible records, deltiology: private library on Southeast Asian culture, see <https://pustaka.cint.asia/cinta.htm>**
- **Gamelan music, Indian and Southeast Asian art, photography**
- **HTMLizing**