

Ted Kopulos

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Duties and Accomplishments at Apple Computer

Technical Support

- Assembled and installed Macintosh systems for new hires and transfer personnel
- Maintained laserwriters, CD-ROMs and other peripherals
- Maintenance and repair of hardware and CPU's
- Installation of network software and hardware as needed
- Installation of network software in training rooms as needed
- Sys Op for the IS&T WW Bulletin Board on AppleLinks
- Offered assistance and training on applications
- Selected and acquired video systems for department
- Trained selected employees on how to operate various systems and hardware
- Assisted with transition of training coordination

Administrative Support

- Developed and served as SERF (Systems Engineering Request Form) Administrator
- Acted as liason for priority paperwork between DA1, B1, LAZ, SC3C and SC1
- Scheduled and coordinated three MVS User's Luncheons
- Served on planning committee for Vasona off-site
- Coordinated vacation schedule for posting
- Scheduled meetings and meeting rooms as needed
- Recorded minutes for various weekly meetings
- Executed Wishing Well Chits and gone to Wishing Well for orders
- Ordering of office supplies and maintenance of supply closet
- Collection of timecards and delivery of paychecks to four buildings
- Completion of TSR's, Weekly Expense Reports, and Check Requests, etc.
- Petty Cash Custodian
- Maintain monthly list of training and seminars taken by SysEng employees

Special Projects

- Co-produced, wrote and directed marketing video for new Napa DataCenter site
- Video chronicle of DataCenter move from Cupertino to Napa
- Edited videotape of Fall 1990 communications meeting
- FY 92 Business Plan Coordinator
- Administrative support for 90's Project
- Coordinating and set-up for 90's Project Proof of Concept Testing
- Designed database for hardware inventory
- Formatted and prepared info security booklet

Graphics Designs

- T-shirt logos for Vasona Systems Engineering off-site, INTERLINK introduction, Amdahl installation, Vendor's Day in Bandley One, ESA conversion
- Sweatshirt logo for Cyclone/Tempest project, managers' Delta Cruise
- Glass mug logo designs for IS&T Christmas Party, T&CS Christmas Party
- Logo for Data Center Forum for sweatshirts, bags and letterhead
- Button design for Napa DataCenter move
- Binder spines for MVS Library (250 labels), AS/400 library
- Graphic designs for electronic announcements including MVS User's Lunches, Interlink, CICS Training, etc.
- Established and maintained Napa information area
- Designed employee certificates for Vasona off-site
- Letterhead for Administrative Services, Computing Services

Facilities

- Set up of physical cubicles
- Installation of peripherals and special equipment
- Helped facilities needs for new contractors and residents
- Assisted as needed in finishing training cubes in Bandley 1
- Major assistance in moves to and from Stevens Creek 3, DeAnza 1 and within Bandley 1

Systems Engineering Library

- Complete reorganization of MVS library into binders (1200 manuals)
- Established and organized AS/400 library area for versions 1.2 and 3.0 (200 manuals)
- Sorting of manuals to eliminate duplications and obsolete manuals
- Initiated and maintained current listings of all library contents (approximately 2000 entries)
- Coordinated tapes for delivery to engineers as needed
- Designed database for library inventories
- Coordinated use of free-standing cabinets for additional storage required by size of library
- Personally packed and transported Tandem library from Bandley 1 to DeAnza 1
- Reintegrated tapes back into tape library and out of manuals library

Awards and Bonuses

- CAT Award (Outstanding Quarterly Performance, Q4 1990)
- Bonus for writing special material for Communications Meeting
- Bonus for Napa relocation video
- Bonus for organization of Communications meeting