

Full Name: Miss SEOW Yoke May
Current Residence: Bangkok, Thailand
Email Address: yokemay@gmail.com
Date of Birth: 26 May 1976
Nationality: Malaysian
Marital Status: Single
Personal traits: Hardworking, independent, team player, inquisitive, determined, strong, helpful.
Objective: Building capacity of communities especially the less fortunate people by engaging them with ICT tools and knowledge.

Professional Background

UNDP Malaysia: Asia-Pacific Development Information Programme ([APDIP](#))

Webmaster (Malaysia)

August 2003 – March 2005 and October 2000 – December 2001

- Organized, developed and maintained websites hosted by APDIP or that have requested the technical assistance of APDIP.
- Migrated all websites hosted by APDIP to Zope/Plone, an open source content management system.
- Provided technical and website environment to support APDIP's activities.
- Research best practices and solutions on ICT for development.
- Evaluated several UN agencies' websites.
- Assisted in the publication of promotional items, e.g. posters, mouse pad, greeting cards, calendars.
- Planned the purchasing and servicing of hardware, software and other items for APDIP.
- Administered APDIP's LAN, mail server and information management systems.
- Provided ICT support and advice for APDIP and other UN agencies in Malaysia.
- **Achievements:** Deeper understanding of human development work, adapted effectively in a multicultural environment and the UN system.

[UNDP Afghanistan](#)

Website Instructor (Afghanistan)

June 2003 – July 2003

- Trained ICT staff from various Afghan government ministries and UNDP Afghanistan colleagues on website development. The training covered on basic web design and tools (Microsoft FrontPage, Adobe Photoshop, Adobe ImageReady and other web design software).
- Evaluated UNDP Afghanistan's website.
- **Achievements:** Adopted various methods and modified training materials to suit different training environment including language barrier.

ASIAN DISASTER PREPAREDNESS CENTER ([ADPC](#))

Webmaster / Network Supervisor (Thailand)

January 2002 – June 2003

- Organized, developed and maintained ADPC website and Intranet on Mac OS X and Apache web server.
- Trained National Cambodia Disaster Management staff on website development in Phnom Penh, Cambodia.
- Trained ADPC staff on Basics of MS-Windows 2000 Professional and Macromedia Dreamweaver.
- Supervised Network Associate in maintaining ADPC's LAN.
- Assisted ADPC in ICT technical advice and support.
- Researched and tested on free and open source software.
- Created a prototype portal using Zope's Content Management Framework, another open source content management system.
- **Achievements:** Adapted to a new working environment and social life in Thailand including learning Thai language.

INFOCONNECT

Associate Consultant (Malaysia)

September 1999 - September 2000

- Involved in the promotional activities of InfoConnect's products and live demonstrations.
- Implemented workflow and document management application with Lotus Domino R5 and Visual Basic 6.0.
- Implemented LAN and designed a website for InfoConnect.
- Managed, implemented and trained IT staff for a workflow solution project using Lotus Domino.
- **Achievements:** Improved project management and communication skills.

DYNAFRONT SYSTEMS

Programmer (Malaysia)

December 1998 - September 1999

- Developed websites using Lotus Notes 4.6, HTML and Adobe Photoshop 5.0.
- Developed multimedia presentations using Scala MM200 and MS-PowerPoint 97.
- Trained on website and multimedia development.
- Provided helpdesk support (phone and walk-in) for Dynafront's clients.
- Involved in the launching activities of websites and multimedia presentations.
- **Achievements:** Able to work under pressure with minimal supervision and very critical deadlines.

SHORT-TERM ASSIGNMENTS

- Tested an insurance operations system using Oracle SQL Plus and Lotus Notes Reporter for the Labuan Offshore Financial Services Authority.
- Designed screens and added logic controls including testing on SuperNova for Mesiniaga Berhad.
- Trained and developed training materials for life insurance agents on using MS-Office, MS-Windows 95 and the Internet.
- Designed and evaluated a website for the Human-Computer Interaction subject.
- Developed a Stock Inventory system using COBOL.
- Developed a Payroll module for the Personnel Information system on Borland Delphi.

Education

- MSc in Information Management, [Asian Institute of Technology](#), Thailand – *present*
- BSc (Honours) in Computing, University of Portsmouth, United Kingdom – *July 1998*
- NCC Higher Diploma **and** Advanced Diploma in Computer Studies, Informatics College Kuala Lumpur, Malaysia – *April 1997*
- NCC Diploma, Systematic Computer Centre, Kuala Lumpur, Malaysia – *June 1995*

Training/Courses/Conferences

ICT

- Internet Governance Capacity Building Programme (Online Course – 2005) - *fellowship*
- ICT for Partnership Building in Kathmandu, Nepal (2005)
 - Presented 'Empowering Women for e-Governance in Nepal'
- [Asia Source](#) in Bangalore, India (2005) - *fellowship*
- Asia-Pacific Networking Group ([APNG](#)) Camp in Japan (2005) – *fellowship*
 - Presented 'Maximising the Potential of ICT for Non-Profit Sectors'
- Asia Pacific Regional Internet Conference on Operational Technologies ([APRICOT](#)) in Taiwan (2003) - *fellowship*
- APRICOT in Malaysia (2001) – *fellowship*
- Lotus Domino Designer Fundamentals and Advanced LotusScript (1999)
- Adobe Photoshop 5.0 (1998).
- Various conferences and workshops in Malaysia and Singapore

Others

- Italian Language and Culture Course at University for Foreigners, Perugia, Italy (2005) - *scholarship*
- Mandarin Chinese (Reading and Writing) in Malaysia (2001)
- Thai Language (Reading, Speaking and Writing) in Thailand (2002)
- Disaster Management Course (DMC-29) in Thailand (2002)
- [AsiaWorks](#)' Leadership Programme in Malaysia (2000)
- Life Insurance Products in Malaysia (1998)

Non-Profit Work / Activities

- Organized regular visits to homes for the elderly, disabled people and orphans in Malaysia.
- Active fundraiser for charity events.
- Presented in a Peace Education workshop organised by WorldVision Malaysia and Sunway University College.
- Developed a website for a charity home in Malaysia.
- Organized visits to homes for orphans, disabled and blind children in Thailand.
- Involved in the mud house-building project in Thailand.
- **Interests:** Reading, music, travelling, photography, sports, non-profit work and meeting people.

Affiliations

- Honorary Secretary of Portsmouth Malaysian Alumni Association (PMAA).
- Committee member of the Malaysian Young Graduates' Society (GRADUAN).
- Member of the Malaysian Chinese Association (MCA).

Languages

- English: Fluent (*mother tongue*)
- Cantonese: Fluent (*mother tongue*)
- Malay: Good command
- Italian: Average
- Mandarin Chinese: Average
- Thai: Average