

# Jason Wei



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## Objective

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### *Information Systems Analyst*

## SCHOLASTIC ACHIEVEMENT

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A.S degree in Computer Science & Technology

- Data processing. Computer Architecture & CPU usage. Computer peripherals & Data communications. Computer software and hardware applications
- CPUs and Hardware interfacing
- Certificate of completion in Microcomputer Repair
- Basic, Machine Language, Assemble Language, COBOL, ASP, WSH, VBS, Visual Basic, HTML
- MS-DOS, Windows 3.1, Windows9x/NT, UNIX, Windows 2000 Professional/Server
- Adobe Photoshop, Adobe ImageReady, Adobe Premier 5.1/6.0
- Dreamweaver 4.0
- Local Area Network

ColdFusion 5

2 Days course

Mentor Training

San Jose, CA

- Course Overview
- Introducing ColdFusion
- Getting Started
- Publishing Database Content
- Reusing Templates
- Building Forms with ColdFusion
- Building Search Interfaces
- Building a Data Drill-Down Interface
- Inserting Data

- Updating Database Records
- Securing Web Pages

Dreamweaver 4      2 Days course      Mentor Training      San Jose, CA

- Dreamweaver Basics
- Creating a Basic Web Page
- Designing a Web Site
- Working with Text
- Working with External Links
- Working with Images
- Working with Tables
- Building a Site with Frames
- Uploading a Web Site
- Rollovers and Navigation Bars
- Libraries
- Defining Head Elements and Managing Keyboard Shortcuts
- Style Sheets
- Layers
- The History Palette
- Browser Targeting
- Coding Tools

Acrobat 5      2 Days course      Mentor Training      San Jose, CA

- Introduction
- Getting to Know the Work Area
- Creating Adobe PDF Files
- Customizing Adobe PDF Output Quality
- Putting Documents Online
- Modifying the PDF Files
- Using Acrobat in a Document Review Cycle
- Creating Forms
- Creating Adobe PDF from Web Pages
- Designing Online Documents
- Enhancing a Multimedia Project
- Managing Color
- Distributing Document Collections
- Building a Searchable PDF Library and Catalog

Microsoft Access 2000      4 Days course      New Horizons      San Jose, CA

- Accessing Access
- Table Design
- Field Properties
- Form Design
- Data Relations

- Performing Queries
- Creating Reports
- Importing and Exporting

Introduction to  
Unix

1 Semester (5 Units) Chabot College

Hayward, CA

- Connecting to & Logging in the System
- Using Directories and Files
- Working with Shells
- Creating and Editing Files
- Controlling Ownership & Permissions
- Manipulating Files
- Getting Information About the System
- Running Scripts and Programs
- Sending and Reading E-mail
- Accessing the Internet

Creating Web  
Pages  
with HTML

1 Semester (5 Units) Chabot College

Hayward, CA

- Creating a Web Page with HTML
- Adding Hypertext Links to a Web page
- Designing a Web page
- Designing a Web Pages with Tables
- Creating & Using Frames in a Web page
- Creating Web Page Forms with HTML
- Programming with JavaScript
- Working with JavaScript Objects and Events
- Creating a Multimedia Web page

Supporting  
Microsoft  
Windows NT 4.0

1 Semester (5 Units) Chabot College

Hayward, CA

- Planning/creating and managing user account
- Planning/creating and managing local/global groups
- Setting up/managing Windows NT 4.0 domain controllers
- Planning/creating shares
- Planning/creating and managing permissions
- Setting network printers
- Managing print documents

Professional Certificates

- Machromedia ColdFusion 5
- Machromedia Dreamweaver 4
- Adobe Acrobat 5

- Microsoft Access 2000
- Accelerated Training for MS Windows NT 4.0
- Accelerated Training for MS Windows NT 4.0 Enterprise Technology & TCP/IP
- MS Exchange Server 5.5 Administration
- MS Internet Information Server 4.0
- MS Office 97/2000
- Microcomputer repair

## **WORK EXPERIENCE**

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January 2002 to Present      Department of Environmental Health      Alameda, CA

### **Information System Specialist (Database Specialist/Administrator)**

- Develop methods for performing systems analysis and conducts analysis appropriate to the department's specific needs. Analyze work flow and/or organizational structure and recommend improvements to systems or structures to increase productivity and efficiency.
- Develop programs and applications for mainframe, mini, networked and non-networked personal computers such as: Developing custom SQL scripts to migrate the Local Oversight Program (LOP) data to new version of Envision software, synchronizing local database with the State GeoTracker database, exporting database information using XML, management reporting using Crystal Reports, Field Inspection System & PDA applications (SB180 Project) for REHS to use in their field inspections, Macromedia ColdFusion web forms to dynamically collect users' sensitive personal information to populate database fields including online forms that users can submit comments, and online credit card payment systems. Convert PowerPoint presentation files to VHS (video tape) and MPEG1 (VCD) format for public distribution.
- Coordinate and implement new computer systems and programs; act as liaison with the Information Technology Department in developing and implementing new computer systems/applications by providing input/output requirements, department standards, etc.; develop or revise existing software applications; develop specifications for obtaining software and/or hardware for departmental application; and develop and maintain data base applications such as: Envision database, Crystal Reports, and Macromedia ColdFusion web application for database records querying system.
- Develop systems edits and determines the number of fields and screens; develop source/system codes; determines information required of each screen.
- Train department personnel in use of computer software and hardware.
- Meet with hardware and software vendors to evaluate new products and programs, and emerging digital technologies such as video, photography

- and presentation media.
- Maintain overall responsibility for the data processing function of the department, including security of the system, troubleshooting any software or hardware malfunctions, and creating and maintaining systems manuals; develop and maintain procedure manuals.
- Conduct long term audits of computer systems and programs; analyze results of these audits; makes recommendations regarding changes to existing systems in order to bring them up to maximum efficiency.
- Create NT system policy for users and workstations.
- Install/configure/maintain network PCs, stand alone and network printers (HP LaserJet's and DeskJet's) and scanners.
- Diagnose/repair OS, application software, and hardware failure.
- Create source machine for taking images
- Add/delete/modify user/computer accounts.
- Assist field technician in diagnosing and fixing daily problems.

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June 2000 to December 2001      Alameda County Library      Fremont, CA

***Information System Technician/Specialist (System Administrator)***

- Install and configure NT servers (PDCs, BDC, Member servers) using NetServer LH3 x2, NetServer LH 3000 U3, NetServer LC 2000, HD SureStore Server, Sure Store Tape Library for backing up.
- Install and configure WINS and DHCP.
- Create IP scope in DHCP server. Reserve/exclude IP addresses.
- Configure WINS replication partners
- Create Default User profile and logon scripts. Configure replicator to replicate Default User and scripts.
- Create NT system policy for users and workstations.
- Create WinInstall packages for Office97, Netscape, and other applications.
- Install/configure routers/switches using Cisco 4500, 4000, 2600x2, Firewall/SoniWALL PRO, HP J3245A, J3177A, J4818A, Redundant Power Supply (RPS)
- Install/configure/maintain network PCs, stand alone and network printers (HP LaserJet's and DeskJet's) and scanners.
- Create unattended installation diskettes for OS setup.
- Diagnose/repair OS, application software, and hardware failure.
- Diagnose/repair all NT network problems like TCP/IP, DHCP/static IP, WINS, trusts, remote admin, logon process, user profile and other
- Create source machine for taking images
- Use Norton Ghost application to create server, workstation and user data images for restoration purpose. Push out image/reconfiguration to workstations centrally using ghost console and multicast server.
- Add/delete/modify user/computer accounts.
- Assist field technician in diagnosing and fixing daily problems.
- Install/configure MS Exchange server and Outlook

- Do user administration in Exchange/Outlook environment
- Diagnose/fix Exchange/Outlook problems

May 1998 to May 2000 SSA Hayward, CA

***Information System Liaison***

- Provide technical supports/assistance to PC users at Amador office SSA.
- Correct/Resolve hardware/software problems with the permission from Information System Department.
- Contact ISD unless problems get resolved or corrected

April 1996 to March 1998 SSA Oakland, CA

***Employment Counselor***

- Manage and Counsel participants in employment activities.
- Monitor and Facilitate participants' progress toward self-sufficiency.
- Place participants in employment.
- Sanction non-compliant participants.

April 1995 to March 1996 SSA Oakland, CA

***Eligibility Technician III***

- Led group meetings for GA and F/S annual reinvestigation and recertification.
- Reviewed applications for final processing.

April 1994 to March 1995 SSA Oakland, CA

***Quality Assurance Technician***

- Audited AFDC, Medical, Food stamp, and GA cases making sure rules and regulations are followed.
- Cited error and referred cases back to worker for correction.
- Created/Prepared error rate report for database.
- Made recommendation to Staff Development Department for appropriate training.

January 1989 to March 1994 SSA Oakland, CA

***Eligibility Technician II***

- Referred clients to other agencies where appropriate.
- Received medical and F/S applications at intake, reviewed and processed as otherwise eligible.

**INTERESTS**

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- Creating web sites/pages, going to computer show/seminar, computer graphic design/digital photography, gardening, taking family out to a park.

## REFERENCE

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Available upon request.

[My other web page project](#)