

ALLEN LAU

EMPLOYMENT POSITION OBJECTIVE

**Computer Information Systems Operations Administrator,
Systems Network Integrity & Security Administrator,
Computer Operator,**

EDUCATION

**NEW HORIZONS COMPUTER SCHOOL:
COMP-TA CERTIFIED: A+ COMPUTER HARDWARE TECHNICIAN
N.Y.P.D. IN FACILITY TRAINING COMPUTER SYSTEMS OPERATIONS
COLLEGE OF STATEN ISLAND, CISCO SYSTEMS NETWORKING ACADEMY:
CERTIFIED CISCO NETWORK ADMINISTRATOR; (C.C.N.A.)**

EXPERIENCE SKILLS & ABILITIES

**OFFICE OF TECHNOLOGY AND SYSTEMS DEVELOPMENT,
MANAGEMENT INFORMATION SYSTEM DIVISION
N.Y.P.D.**

November 1996 to December 2004

**Management Information Systems Administrator,
Systems Hardware Specialist & Technician**

SYSTEMS OPERATIONS ADMINISTRATOR, M.I.S.D., DETECTIVE SPECIALIST

- Senior Administrator M.I.S.D.,
- Management Information Systems Operations Administrator, Main Data Center
- Direct Systems Hardware & Software Research and Development Projects, including assignments to Personnel workgroups.
- Advise Executive Management, About available technology project options,
- Budgeting, Cost of Development, Application Installations, Cost per operational period
- Logistics: Time Frame for acquisition, personnel requirements, training requirements,
- Comp-TA Certified A+ Computer Hardware Technician
- CISCO Systems Networking Academy: Certified CISCO Systems Network Administrator; (C.C.N.A.)
- Information Systems Facility and System Wide Network Integrity Security Specialist

COMMUNICATION

- Inspirational Positive Public Speaking Mannerism
- Professional Personable Connective Demeanor with Audience
- Professional Courteous Knowledgeable Diligent Personality
- Projects Sincere Personable Caring Honest Approachable Personality

LEADERSHIP

- Possesses Esteemly Exceptional Expert Interpersonal Skills
- Exceptional Team Management Skills
- Advisory Counseling Skills Experience
- Instills Amiability Motivational Group Organized Cohesive Family Atmosphere