

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: June 24, 2005

SUBJECT: Summer Help

CATEGORY: **Operations:** **Policy:** **Information:** **Personnel: X**

INITIATED BY: Paul Fritz, Business Manager

DESCRIPTION:

The Erie County Technical School Administration recommends hiring Jason Patalon for summer help at rate of \$8.00 per hour.

RECOMMENDATION:

Motion to hire Jason Patalon as summer help at the rate of \$8.00 per hour beginning on or after June 25, 2004 pending receipt of Act 34 and Act 151 clearances.

JASON PATALON

415 E. 33rd St.
Erie, PA 16504
(814) 824-4852
jap343@psu.edu

SUMMARY OF QUALIFICATIONS

- Acquainted with computer architecture, both old and new, as well as many programs and programming languages.
- Motivated to quickly learn software on different operating systems.
- Experienced in personal computers, workstations, local area networks, and their infrastructure.
- Skilled in verbal and written communication.

COMPUTER EXPERIENCE

Software Setup

Microsoft Windows

- Self-installed Microsoft Windows 1.0, 3.x, 4.x (95 & 98), 2000, ME, and XP.
- Modified operating system to support different hardware.
- Installed Microsoft Office family, as well as individual programs.
- Internet-based application familiarity, such as Dial-Up Networking, Netscape Navigator, Microsoft Internet Explorer, Xitami Web Server, Serv-U FTP Server, as well as Telnet, IRC, e-mail, FTP, and RealAudio.
- A varied range of virus detection and system monitoring utilities, including McAfee Virus Scan, Norton Anti-Virus, Norton Utilities, and AVP Monitor.
- Practiced in CD-Recording software and use.

Linux

- Successfully installed Slackware Linux 3.0 and 3.6, running Linux kernels 1.2.13, and 2.0.38, respectively, as well as upgrading the kernels.
- Effectively running Apache HTTP (web), FTP, telnet, and POP3 e-mail servers through PPP and SLIP connections using TCP/IP.
- Ability to install and configure XFree86, the X-Windowing System.
- Familiarity with basic shell setup and programming.

Software Development

- Experience programming in many different programming languages, including C++, Pascal, FORTRAN, Visual BASIC, and SQL.
- Knowledge of various scripting languages, including TCL, Tk, HTML, mIRC, and ASP.
- Acquaintance with Microsoft Access program development, MS Excel forms and databases, MS PowerPoint presentations, as well as other MS Office programs.
- Understanding of SAP and functions relating to SAP navigation.
- Designing a website for an on-line grocery store incorporating HTML, VB, SQL, and ASP while communicating with an MS Access database containing product and customer information.

Hardware Setup

- External hardware setup, such as monitors, printers, keyboards, mice, modems, and drives (ex. Iomega Zip Drive, external CD drives), along with their drivers.
- Internal hardware setup, involving modems, sound cards, video cards, hard drives, floppy drives, CD/DVD-R/W's, RAM, microprocessors, motherboards, and power devices.
- Extensive peripheral knowledge and familiarity.

Troubleshooting / Repair

- Advised peers on software setup, hardware setup, program development, and repairs.
- Identified and resolved hardware and software problems, using various tools and knowledge.
- Repaired physical problems with printers, mice and keyboards.

COMPUTER TRAINING

Formal Courses

- C++ and C++ II
- Pascal
- FORTRAN - "Advanced Mathematical Programming"
- Keyboarding
- Document Formatting: Microsoft Word
- "Computers in Every Day Living"
- Microsoft Access
- Networking
- Microsoft Excel and Visual Basic
- Management in Information Systems

RELATED EXPERIENCE

AC/DC Power Setup

- Course taken in AC basics, "Electrical Wiring," relating wiring standards, lights, switches, and other various receptacles.
- Experience with automotive DC wiring, including lights, switches, relays, and stereo components.
- Knowledge of volts, ohms, watts, and amperes.

RELATED EMPLOYMENT

1999 - **Database construction/consultation** - Erie Center on Health and Aging

EDUCATION

North Coast School
BS-MIS in Progress – Penn State University (3.0 GPA)

(June, 2000)
(December, 2004)