

Neil Leonard Weiser

Work Experience

United Church of Christ Homes, Camp Hill, PA
TBD

August 2013 – Current

Responsibilities include: Maintain the continual operation of the company from an IT standpoint.

New Hope Academy Charter School, York, PA
Director of Information Technology / Facilities
Assistant Director of Information Technology

November 2010 – August 2013
August 2008 – November 2010

Responsibilities included:

I.T. Departmental Management

- Provide leadership, vision, and management to the I.T. Department.
- Revise the department strategic plan annually to ensure its cohesion with the overall plan of the company.
- Identify and address company-wide technology needs.
- Research and implement more efficient and innovative technologies.
- Lead regular departmental meetings to review strategic goals and initiatives.
- Oversee the ongoing operations of the I.T. helpdesk.
- Recruit, hire, and provide appropriate training for I.T. staff.
- Provide day-to-day supervision, conduct performance appraisals, and delegate work assignments for I.T. staff.
- Prepare and administer budget including grant monies, technology refresh, and federal programs.
- Develop and set standards, procedures, and policies for all users in the school and affiliated companies.
- Create and maintain relationships and partnerships with outside organizations.

Hardware and Systems Software

- Establish company infrastructure to support and guide divisions and departments in computing efforts.
- Identify emerging technologies to be assimilated, integrated, and introduced within the company infrastructure.
- Ensure that the company stays current and competitive in education environment.
- Oversee the development, design, and implementation of new applications and changes to existing packages.
- Assess new computing technologies and the feasibility of system enhancements to determine potential value.
- Order, acquire, and inventory all hardware and software.
- Serve as primary contact with outside vendors in the generation of bids, contracts, and agreements.

Systems Operations and Maintenance

- Maintain the integrity and continual operation of the company's networks.
- Ensure the continual function of mission critical operations.
- Maintain security and privacy of the information systems, communication lines, and equipment.
- Develop, review, and certify all back-up and disaster recovery procedures and plans.

New Hope Facilities Duties

- Provide leadership, vision, and management to the Maintenance Department.
- Supervise Maintenance & Janitorial Staff.
- Oversee the maintenance of systems including mechanical, electrical, and HVAC operations.
- Coordinate building maintenance projects.
- Approve budget items and purchase orders for maintenance and janitorial supplies.
- Research and initiate cost saving measures for building maintenance and renovations.
- Initiate daily inspection of the building for proper working order and cleanliness.
- Ensure maintenance and operation of all company vehicles, including buses and passenger vans.
- Create and maintain relationships and partnerships with outside organizations.

Special Projects and Assignments

- Served as project manager for a 12,000 square foot addition and 42,000 square foot building renovation.
- Design internal and external print media including promotional postcards and billboards.
- Act as photographer for special school and community events.
- Lead school safety initiatives and set policies and procedures such as fire alarms, lock-downs, and evacuations.

YTI Career Institute, York, PA
Lab Assistant/Instructor in Training

November 2006 – August 2008

Responsibilities included: Maintaining computer and network hardware and software in the CSS Labs, supervising and assigning work for the lab work study students, assisting the instructors, tutoring the students when needed, being a substitute for instructors when they were not available, and preparing the CSS department for upcoming growth.

WellSpan Health through Pomeroy IT Solutions, York, PA
IS Support Technician

January 2006 – November 2006

Responsibilities included: Assisting WellSpan employees located in all facilities throughout York and other branches, providing support for hardware/software needs, resolving issues escalated from Help Desk, ordering replacement hardware for computers and printers, repairing/maintaining hardware, and troubleshooting network problems.

IntelliMark, Mechanicsburg, PA
IT Support Professional

July 2005 - January 2006

Responsibilities included: Assisting clients in various organizations throughout the United States, providing support for hardware/software needs, resolving issues over the phone in a timely manner, documenting all calls, problems, and resolutions in trouble ticket programs such as Remedy and Track-IT, and utilizing remote connection programs/utilities and call management systems to provide customer support.

Penn State Hershey Medical Center through JFC Global, Hershey, PA
Network Analyst

April 2005 - July 2005

Responsibilities included: Installing, configuring, maintaining, and troubleshooting Cisco switches, maintaining computer and hospital device connectivity and configuration, researching departments for later network migration, running fiber optic cable, and documenting the network architecture.

Skills

Hardware/Software

Skilled using Microsoft Windows OS including XP/Server 2003/Server 2008/Vista/7/ MS-DOS and Apple OSX, Apple iOS, open source solutions, ticket systems, web filters, student information systems, mobile device management, CCTV, access control systems, training and testing systems, vast knowledge of repairing computer systems and printers, Web Pages, databases, systems analysis, and computer forensics.

Networking Specifics

Experienced with running CAT 5/6 and fiber optic cable, cross connects, punch-down blocks, patch panels, configuring Cisco access points, switches, routers, and firewalls, LAN, WLAN, and WAN installation, configuration, and troubleshooting, configuring domain controllers, DHCP, and DNS servers.

Other

Extensive knowledge of art and computer graphics, utilizing programs such as: Adobe Photoshop and Illustrator.

Education

A.S. in Information Technology with Concentration in Network Management
Central Pennsylvania College, Summerdale, PA -- March 2004

Awards and Achievements

Dean's List

Achieved Dean's List status (3.5 GPA or higher) throughout the degree program.

New Economy Technology Scholarship

Maintained a cumulative grade point average of a 3.0 or higher throughout the entire curriculum.