Nan Dong

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Education

University of Michigan, School of Information, Ann Arbor, MI
 M.S. in Information, Information Economics for Management (IEM) & Social
 Computing (SC)   **GPA: 3.79**   *May 2013*
Beijing Jiaotong University (BJTU), School of Economics and Management, Beijing
 B.M., Information Management and Information Systems   **GPA: 3.78**   *Jun. 2011*

Work Experience

Legal Services of South Central Michigan, *Web Designer and Developer Intern,*
Ann Arbor, MI   *June 2013-Present*
 • Designing and developing the website of Michigan Elder Justice Initiative
 • Maintaining the websites administrated by Michigan Poverty Law Program (SEO)
Legal Services of South Central Michigan, *Web Content Development Intern*,
Ann Arbor, MI   *Feb. 2013-Apr. 2013*
 • Designed and developed the website of Brief Bank
 • Assisted in uploading new content to Michigan Legal Help website
 • Assisted in conducting quality assurances measures of web content
 • Tested topical legal interviews created using HotDocs and A2J
 • Updated the Drupal modules of all the websites administrated by MPLP
Beijing UFIDA Government Affairs Software Co. Ltd., *Implementation Consultant*,
Beijing, China   *Jun. 2012-Aug. 2012*
 • Assisted the customers in deploying and using the financial software
 • Used SQL Plus to investigate the problems raised by customers
 • Tested the software periodically and created test reports
 • Created a user guide for the financial system
Museum of Chinese in America, *Intern,* New York, NY   *Feb.2012–Mar.2012*
 • Utilized the software of Archivists' Toolkit to make Finding Aids

Academic Projects

University of Michigan Hospital, MCIT Support Center, Ann Arbor, MI
                                                               Sep.2011–Dec.2011
 • Conducted employee interviews
 • Built five models (flow, sequence, culture, physical, artifact) to analyze the client's
workflow and communication flow
 • Identified the communication breakdowns in the workflow and provided
recommendations for improvement
Modeling of Urban Road Intersection, Beijing, China   *Dec.2010–Jun.2011*
 • Designed the conceptual model of the most typical road intersection in Beijing based
   on the theory of Cellular Automaton
Design and Development of URTDB, Beijing, China   *May.2009–Feb.2010*
 • Participated in the design and development of the webpage of the urban railroad
   transportation information platform
 • Reorganized the railway data in the database
 • Researched the railroad information of developed countries

Skills

Programming:

+++ Html, CSS, Python

+++ SQL

+++ Java, C

++ JavaScript

Software:

+++ SPSS, R

+++ Oracle, SQL Server

+++ Eclipse

+++ Dreamweaver

+++ Visio, Photoshop

+++ Illustrator

+++ InDesign, Bridge

+++ Axure

+++ MAMP

+++ FileZilla, WinSCP

++ Drupal

Languages:

Mandarin (Native)

English (Fluent)