

Darren Mah

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EDUCATION

California State University, Fullerton

[August 2015-May 2020]

Major: Bachelor of Arts in Business Administration with a Concentration in Information Systems

Minor: Computer Science

Honors: Dean's List

Relevant Coursework: • Systems Analysis & Design • Database Management Systems • Intro to Information System • Privacy and Security • Introduction to Programming (C#/C++)

TECHNICAL SKILLS

- Microsoft Access, Word, Excel, Visio and PowerPoint (Intermediate Level)
 - SQL (Beginner Level)
 - C# and C++ (Beginner/Intermediate Level)
 - Adobe Photoshop (Intermediate Level)
 - HTML/CSS (Beginner Level)
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PROJECTS

(For more detail please check out my website at dmah17.github.io)

Systems Analysis and Design Project

- Constructed context level, level 0, and level 1 data flow and ERD diagrams in Microsoft Visio and Draw.IO
- Performed an economic feasibility report for net cash flow, return on investment, and cost/benefit using Excel
- Compiled deliverables of each phase in SDLC for submission in a Word and PowerPoint document
- Led and organized a team of 5 people throughout project's duration by organizing group meetings
- Presented deliverables with group members in a brief PowerPoint presentation to the class.

Home Lab Server

- Built a server to learn and experiment with new technologies at home like virtualization for self-learning
- Learned how to install ESXi 6.7 and how to create VMs through the vSphere Web Client
- Used to practice installation and troubleshooting procedures for the A+ Certification.

Receipt Generator Application

- Program written in C# to record an order, calculate sales tax, and generate a receipt as a .txt file to be saved

PC Building Projects

- Developed familiarity working with different form factors and manufacturers of hardware
 - Learned how to prepare and install bootable media for Windows and Linux operating systems
 - Used for hands on learning and to help with studying for the A+ Certification Exam
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RELEVANT EXPERIENCE

Golden Springs Realty Corporation (Pomona, CA)

[May 2015– April 2016]

Office Assistant

- Compiled a spreadsheet sorting schools by ranking, SAT scores, location, AP/IB passing rates, AB/IB participation
- Set up Windows laptops, desktops, and all-in-one computers and set up software like Microsoft Office
- Uploaded fliers online to advertise listings for homes online
- Transcribed practice examinations and created PowerPoint lecture notes for company's realty class

Benjamin & Marisa Choy Dental Office (Rowland Heights, CA)

[June 2014– September 2014]

Intern

- Responsible for creation of patient files containing confidential patient information
- Scanned electronic copies of patient insurance documents as backup and recorded transactions in Excel
- Scheduled appointments, presented proper documents to sign, and sent appointment reminders via phone
- Installed legacy dental software and notified the dental staff of arriving patients