

Daniel Rivera

Personal Info

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Email:
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Education

BA in Psychology
University of San Francisco
2002-2006

Skills

Expert
Troubleshooting
Remote Assistance
Spreadsheet Analysis
Digitization

Advanced
Installation & Configuration
Network Administration
PC/Mac Administration
G Suite Administration
Microsoft Office Suite
Adobe Creative Suite
HTML Coding

Intermediate
Office 365 Administration
DHCP / DNS / TCP/IP
VLAN
CSS Coding

Experience

9/2017 – Present
Las Vegas, NV

IT Manager & Data Analyst

Amplus Academy (formerly American Preparatory Academy)

Network Administration

- Managed 10 servers running Windows and Mac operating systems
- Managed a VMware server running 5 virtual machines with Windows and Linux operating systems
- Restructured, documented, and maintained all DNS, DHCP, and TCI/IP settings and upgrades
- Maintained VLANS and implemented firewall and content filters on Wi-Fi networks

System Administration

- Managed settings and upgrades for 350+ Macs and 1,500 Chromebooks
- Managed VOIP phone system for 150+ staff member extensions, 75 classrooms, and 40 landlines
- Managed all audio systems (PA and classroom teacher audio enhancement)
- Managed alarm and security systems
- Set up and managed G Suite administration for all staff and 2400+ students
- Set up and managed Office 365 administration for all staff
- Set up and maintained website using WordPress CSM

IT Support

- Introduced, set up, and maintained multiple help desk ticketing systems for various departments
- Managed all help desk tickets for the IT department
- Set up and maintained a secure Staff Information Portal
- Conducted staff trainings on use of all school programs and technology
- Set up and managed mics, sound board, and video projection systems during schoolwide assemblies

Data Analysis

- Designed and set up student enrollment lottery process
- Designed and set up online registration process in the Student Information System (SIS) Infinite Campus
- Instructed administration and staff on use of SIS
- Planned and submitted academic calendar to Nevada DOE for annual approval
- Ran monthly reports from SIS and submitted data requested by the Nevada DOE and Nevada Charter Authority
- Compiled data from multiple state tests for all students for staff review
- Created and distributed surveys to school community on behalf of administration
- Performed mathematical analysis on responses from surveys for review by administration

9/2014 – 8/2017
Las Vegas, NV

Latin Teacher / Administrative IT Support

Amplus Academy (formerly American Preparatory Academy)

- Implemented preplanned curriculum for three levels of Latin classes for the APA Secondary School and for 3rd grade math for the APA Elementary School
- Initiated the use of Google Classroom as a Learning Management System (LMS) for the school
- Provided support and instruction for the student information database
- Designed secondary school daily course structure
- Planned course scheduling for all secondary students in grades 7-11
- Provided support for computer network and printer systems
- Instructed colleagues on the use of school computer systems
- Secondary Teacher of the Year (2014-2015)

12/2013 – 6/2014
San Francisco, CA

Assistant General Manager

SusieCakes

- Provided guests with information to facilitate orders to meet daily/weekly sales goals
- Balanced cash in register, safe, and petty cash
- Made bank deposits
- Managed staff of 15
- Placed orders for paper supplies, retail goods, and general office supplies

1/2009 – 7/2013
Las Vegas, NV

Latin Teacher / Adviser

Bishop Gorman High School

- Designed and implemented lessons for the following classes:
 - Latin I-IV, Algebra I, Digital Photography, Microsoft Office Suite
- Tutored students with various learning disabilities in the learning center
- Advised the yearbook
 - Managed a staff of 30
 - Met publishing deadlines
 - Created and maintained website
 - Promoted and sold recognition ads and yearbooks
 - Increased department revenue by over \$10,000
- Designed the athletic sports programs for the fall and winter sports teams
 - Photographed individual sports teams
 - Created/arranged ads from various local businesses

9/2008 – 4/2009
Las Vegas, NV

Merchandise and Customer Assistant | Sears, Roebuck, and Co.

- Provided customers with information to facilitate purchases
- Reset merchandising displays to preset plans