



Kaori Caplan

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SUMMARY

Creative and forward-thinking **developer** able to create cutting edge websites and applications for high-profile clients with challenging demands and visions. Skilled project manager, team leader and analytical problem-solver with top-notch organizational, scheduling and code verification skills. Ready to bring expertise in html5, jQuery and **css3** scripting to a new position with room for advancement.

SKILLS

- Project management
- Adobe software packages
- Social media
- Databases
- Scripting
- Relationship development
- Team management
- MS Office
- Problem resolution

EXPERIENCE

Music Teacher at Community School

Brooklyn, NY

Children Achievement Results Effectively/ Jul 2017 to Current

- Provided individual lessons for students of all ages and diverse musical ability.
- Directed music program for **pre K, elementary and middle** school.
- Organized special events, school concerts, music competitions and music examinations.
- Formulated and implemented effective lesson plans focusing on principles of music, musicianship, music theory and history.
- Composed and arranged music for department and approved music selections chosen by teachers.
- Developed and promoted school's academic and creative reputation to align with overall strategic vision.
- Interfaced with parents to discuss student progress and resolve conflicting educational priorities.
- Fostered relationships with staff, students and parents to drive departmental and school objectives and philosophies.

Music Programing

Tokyo, Japan

Self Employed/ Jun 1998 to Current

- Making midi files from copying music by ear, convert to a proper format, check every thing is fitting to client condition, then bring to them.
- Hiring people to make midi file.
- Teaching some skills and supervise them.
- Team management.
- Fostered positive employee relationships through effective communication, training and development coaching.

Customer Service Representative

Tokyo, Japan

Softbank Mobile / Mar 2007 to Oct 2012

- Asked probing questions to determine service needs and accurately input information into electronic systems.
- Informed customers about billing procedures, processed payments and provided payment option setup assistance.
- Maintained calm, friendly demeanor with upset customers to de-escalate stressful situations.
- Set up and activated customer accounts.
- Worked with managers to develop service improvement initiatives.
- Consulted with customers to determine best methods to resolve service and billing issues.

Instrumental Music Teacher

Tokyo, Japan

Yamaha Music Centers/ Oct 1996 to Apr 2005

- Directed **saxophone class** for yamaha popular music school.
- Mentored individual students effectively by taking creative approach.
- Assisted students in preparing for auditions.
- Maintained school equipment and rentals in top condition.
- Maintained students' progress by evaluating and adjusting strategies.
- Utilized creative approaches to solve performance issues.
- Instructed students in mastering instrument of choice.
- Gathered needed materials such as music and props for daily class instruction as well as performances.
- Provided engaging lesson plans covering music history and theory.
- Provided leadership and management to Music department to achieve superior benchmarks in teaching and curriculum design, instruction, music performance and composition.

EDUCATION AND TRAINING

Web Development

Columbia Engineering Coding Boot Camp

New York, NY

Bachelor of Arts: Music Performance

Tokyo College of Music Mar 1996

Tokyo, Japan