

# Daniel K. Faiver

(510) 290-9306 • dfaiver.com • Oakland, CA

## OBJECTIVE

To use my skills in full or part time work in addition to my afternoon teaching schedule.

## EXPERIENCE

*Oakland Youth Chorus, Oakland, CA*

*August 2007 to present*

*Opera Piccola, Oakland, CA*

*August 2007 to present*

**Teaching Artist** - Teach regular classes in elementary after-school programs. Supervise teaching assistants. Organize performances. Interact with parents.

*Head-Royce School, Oakland, CA*

*November 2009 to present*

**Substitute Teacher**

*Self Employed*

*October 2006 to present*

**Tech Support Consultant** - Provide Windows and Macintosh tech support, including desktop support, FileMaker database design, and website design.

*P&D Environmental, Inc., Oakland, CA*

*April 2004 to June 2006*

**Office Manager** - Provided support for 10-person firm, including office management, human resources, tech support, and customer service. Implemented and maintained sustainable office systems, including a file server, computer backups, and a networked company phone book. Maintained computers, network, email services, electronic files, Internet security, paper files, and bank accounts. Provided software training and support for employees. Supervised contractors. Managed local and remote real-estate investments.

*World Vision, Johannesburg, South Africa*

*August 2003*

**Road Crew Volunteer** - Supported humanitarian bicycle tour of Southern Africa.

*Sparrow AIDS Hospice, Johannesburg, South Africa*

*June 2003*

**Volunteer Music Teacher** - Taught music classes to children. Helped create a music classroom.

*Bodyline Gym, Johannesburg, South Africa*

*June to November 2003*

**Yoga Teacher**

*Earth Day Network / Grist Magazine, Seattle, WA*

**Director of Administration**

*June 2000 to November 2002*

Maintained positive, safe, and efficient office for this multinational, web-based organization of about 25 employees. Provided coordination, training, and support to programs and staff as needed. Supervised employees and contractors. Maintained and administered all information-technology systems. Supervised website overhaul. Responsible for human resource administration, including employee benefits. Significant involvement with financial operations.

**Database Coordinator**

*January to June 2000*

Provided database management, development, and training. Raised the standards of data integrity. Supervised volunteers.

(continued)

*Mount Vernon Music Academy, Mount Vernon, NY*  
*Hoff-Barthelson Music School, Scarsdale, NY*

*March 1997 to June 1999*  
*September 1998 to June 1999*

**Percussion Teacher**

*Information Technology Services, Yale University, New Haven, CT*

**Computer Instructor**

*August 1998 to June 1999*

Taught classes in the Education Department. Taught core business applications such as Windows, Excel, FileMaker Pro, and Meeting Maker.

**Systems Coordinator and Financial Assistant**

*1994 to 1999*

Provided computer, database, administrative, and financial support services in the Telecommunications Business Office.

**SKILLS**

**Strengths:** creating systems, organizational skills, attention to detail, ability to teach

**Languages:** Spanish (conversational but not fluent)

**Computer Platforms:** Windows and Macintosh

**Software:** Excel, Word, FileMaker, QuickBooks, Audacity, and many more

**Special Computer Skills:** FileMaker database design, web design (HTML, PHP, CSS), audio recording and editing, video editing

**EDUCATION**

**Yale University**, New Haven, CT. Master of Music.

**University of Michigan**, Ann Arbor, MI. Bachelor of Music, James B. Angell Scholar.