

EXPERIENCE

National Urban Technology Center **2002 – present**

- ❖ **System Administrator for the online APOLLO Administration System:**
Account and licensing management, onsite client training, customer support, technical helpdesk support. Coordinator for system upgrades, new development, and beta testing.
- ❖ **Data Systems and Logistical Coordinator:**
Monitor, calculate, and prepare reports on statistics of product usage, client user activity, and website visitor activity. Assist in coordinating website development. Compile data and calculate statistics for progress reports on the company's projects and programs. Logistical management of inventory, and product availability and delivery to clients.
- ❖ **Computer Technician:**
Installation and upgrades of networked computer labs. Perform initial site surveys, help desk support, and onsite technical support.
- ❖ **Computer Skills Curriculum Trainer:**
Train instructors on how to teach curriculum. Teach computer skills curriculum to students. Assist in curriculum development, content creation, and beta testing.

Shamans Dance and www.shamansdance.com **2001 – 2002**

- ❖ **Computer Technology Consultant:**
Designed and built computer systems for the website. Provided technical support. Advised on hardware and software purchases.

Ecuelecua Performing Arts Theatre Group, New York, NY **1997 - 2000**

- ❖ **Lighting Technician:**
Designed, installed and monitored lighting arrangements for stage performances. Operated programmable multi-channel light switching controllers. Experience with electrical and high voltage equipment.
- ❖ **Assistant Stage Manager:**
Organized, maintained, and purchased props and inventory.

Independent Printing Company, New York, NY **1983 - 1996**

- ❖ **Chief Color Copier Operator:**
Performed all color laser copier and printer operations. Interfaced computers with laser copy machines to expedite print jobs. Helped customers prepare computer files for printing. Performed preventive maintenance and diagnostics on many models of Canon and Xerox color laser copiers.

Daniel Soto

EDUCATION

- Columbia University, New York, NY** **2002**
Tech Skill Mentoring Group
Web Design, HTML, Cold Fusion
- National Urban Technology Center, New York, NY** **completed 2002**
Computer Repair Training / A+ Preparatory Course
- New York University, New York, NY** **1979 - 1981**
Major: Biology/ Pre-Med Minor: Psychology
- Bronx High School of Science, Bronx, NY** **graduated 1979**

CERTIFICATIONS

CompTIA A+ Certified Professional
Microsoft Office Specialist (MOS): Microsoft Word 2000

SKILLS

Hardware - Installing, configuring, repairing, and upgrading Pentium class PCs. Diagnosing and troubleshooting PC issues. Configure and maintain laser printers. Client to Server and Peer-to-Peer networking.

Software - MSDOS, Windows 98/95, NT, 2000 Professional, XP, Microsoft Word, Excel, PowerPoint.

Able to speak, read, and write Spanish.

VOLUNTEER

Harlem Technology Alliance Information Project **2002 – 2003**
As a member of the Columbia University Tech Skills Mentoring Group I used my skills to help design and build the group's community information website.

HOBBIES

Avid reader. Staying up to date with current developments in computers and science through publications. Interests in ancient history, Archaeology, Biology, and Physics. Fixing and upgrading computers. Computer gaming enthusiast.