# **Daniel Jordan Weinberg**

#### **Certifications**

August 2017 CompTIA Network+ ce

June 2016 CompTIA A+ ce

# **Experience**

Aug. 2008 – Present

Cooper Square Committee

New York, NY

## **Operations Manager**

- IT
  - O Design, implement and maintain a Windows Server 2012 domain with Active Directory on a network of 2 servers and 15 clients, and purchase and install new equipment when needed (UPS, routers, NAS).
  - o Perform regular backups of company data and equipment configuration information.
  - o Implement and manage CiviCRM, an open-source constituent relation management system (CRM).
  - o Program traditional PBX and create PC connection for management.
  - o Train people to use computers & equipment.
  - Start and maintain numerous systems including internal wiki, asset inventory, cable management.
- Design, Financial and Clerical
  - o Design multilingual surveys to be used with Optical Mark Recognition software.
  - Design publicity in English and Spanish, while ensuring consistent branding.
  - o Maintain Quickbooks records, negotiate equipment leases, and oversee purchasing and allocation.
  - Run weekly payroll using online Paychex platform.
  - Create forms and protocols for case management of 400 clients per year, and turn data into vouchers for reimbursement from City and State agencies.
  - Manage website content in Joomla and Wordpress, and post on Facebook and Twitter
  - o Administer a USPS bulk mailing permit and design mailpieces consistent with USPS standards.
  - o Proofread and edit office correspondence.
- Interpersonal
  - Lead volunteer teams of 10-15 people for fundraising events.
  - Oversee facilities and act as liaison with building management.
  - Assess client needs in English and Spanish, and manage schedules for 5 counselors.
  - o Educate clients about basic rights as a tenant in New York City.

## **Education**

May 2008 New York University New York, NY

### B.A., Gallatin School of Individualized Study, Concentration: Justice through Solidarity

# Skills

- Proficient in Windows (Server 2012, 10, 7), Office, Photoshop, Quickbooks, Quicken, Gravic Remark
- Fluent in Portuguese and Spanish, Familiar with Linux, SQL, and HTML