

DAN SCHMIEDELER

(he/him/his)

Office and IT Support Assistant, and former Web and Database Developer in e-Learning.
Affable and enthusiastic, with a knack for numbers, a strong eye for design,
and a genuine zest for precision, organization, and assisting others.

Fully COVID-19 vaccinated and double-boosted. Authorized to work in the U.S. for any employer.

📍 New York, NY

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WORK EXPERIENCE

IT Associate

Academic Leadership Charter School

Mott Haven, Bronx, NY • October 2023 – March 2024

- Rebranded and maintained the school's public website
- Created and led the after-school Raspberry Pi Coding Club
- Set-up the social media platform for teachers to share moments with parents and guardians
- Cleaned and sustained hundreds of student laptops (Macs and PCs)
- Troubleshooted general hardware and software issues

Appraisal Services Manager and Office Assistant Miller Samuel, Inc.

New York, NY • July 2018 – February 2023

- Answered phones; greeted visitors; made inspection appointments; acquired, copied, scanned, and filed various real estate documents and reports
- Spearheaded the transition from a paper-based office to a digital one during the pandemic
- Served as continuous liaison between the appraisers and clients throughout the reporting process
- Gathered, deciphered, and entered management information for reports via phone and email correspondence, archived records and reports, and online research
- Prepared paperwork for on-site inspections for the appraisers
- Finalized and delivered completed reports through email, mail, and various online portals
- Purchased and set-up new laptops and related hardware to enable remote working
- Authored complex Excel spreadsheets using VB Script for more advanced appraisal reports
- Provided internal IT support for the entire office, including hardware and software installation, training and troubleshooting

Web and Database Designer and Developer Thinkwell, Inc.

Austin, TX • April 2001 – April 2018

- Developed the front- and back-ends of both the student and professor websites, using HTML5, CSS, JavaScript, SQL, and Adobe ColdFusion
- Designed, created, and maintained multiple SQL content databases
- Created and updated PDF documentation (notes, sample exercises, textbooks) from the SQL content databases
- Designed, created, and maintained the online enrollment system, including payment handling, drops management, class section relocations, and custom requests from the professors
- Designed and developed the internal content management system for the company's accounting, art, editorial, and sales departments
- Designed, created, and managed lesson plan graphics and other digital assets
- Authored an application that enabled video lecture content to be deployed on optical media
- Authored an application that converted video lecture content from the RealMedia format to one playable from optical media
- Created and employed a method to add closed captioning to video lectures



SKILLS

- Office assistance
- Client relations
- IT support
- Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Adobe Creative Cloud (Photoshop, Illustrator, InDesign)
- Google Workspace
- Graphic design

TRAITS

- Precise & detail-oriented
- Good eye and skilled with hands
- Smart & focused
- Enjoys assisting others
- Extremely organized
- Excellent interpersonal skills
- Creative, thinks outside the box
- Friendly & approachable
- Passionate & hardworking

EDUCATION

UT at Austin

Austin, TX • 1989-1996

Bachelor of Science
Radio-Television-Film
GPA: 3.8

PUBLICATIONS

**The New York Times
Crossword Puzzle**
January 5, 2012