

# DAVID B HAFFEY

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Opportunity to contribute in a growth environment applying my education and knowledge.

Key Competencies...

- ❑ Strong organizational and communications skills
- ❑ Excellent problem solving and customer service skills
- ❑ Ability to lead and work within a team environment

## WORK EXPERIENCE

**2004-PRESENT**

**VOLKWEIN'S MUSIC**

**PITTSBURGH, PA**

Information Systems Administrator, Marketing Associate

- Work directly with printers and advertisers. Design and administer layout for rental agreements, monthly letters, advertisements, brochures, forms and related point of purchase materials.
- Design and update company website
- Oversee Windows SBS 2003 network combining Windows XP, 2000 workstations
- Maintain telephone / voicemail system and various facilities management related issues

**1994-2004**

**VOLKWEIN'S MUSIC**

**PITTSBURGH, PA**

Sales Representative, Technology Support, Graphic Design Support

- Provided excellent customer service with an extensive knowledge of Volkwein's Instrument Rental Program and a unique product knowledge of band and orchestra instruments and accessories
- Provided troubleshooting of Information systems. Designed layout for promotional and POP materials

**1988-PRESENT**

**PERSONAL / PRO-BONO CLIENTS**

- Network installation and hardware upgrades for Pascuzzi and Associates, Piano Tuning by Amy Marshall and others. Completed troubleshooting, repair and upgrades for coworkers and friends

**1991-1994**

**ALLEGHENY PIPE ORGAN COMPANY**

**MIDDLESEX, PA**

Service Technician

- Apprenticed in all aspects of organ building including design, layout, woodworking, finishing, tuning and maintenance of all systems

**1981-1991**

**MANAGEMENT AND ACCOUNTING BACKGROUND WITHIN THE FOOD SERVICE INDUSTRY**

## EDUCATION

**2005-2007**

**COMMUNITY COLLEGE OF ALLEGHENY COUNTY**

**PITTSBURGH, PA**

Photography Beginning 2007, Photoshop 1 2006, Dreamweaver MX 2005

- Completed various Community Education Courses

**1999-2001**

**PITTSBURGH TECHNICAL INSTITUTE (EVENINGS)**

**PITTSBURGH, PA**

Microsoft Network Professional & A+ Technology Programs

- Achieved MCSE and A+ certification encompassing: 4 Microsoft Core and 2 Elective exams and CompTIA's A+ Core and DOS/Windows exams

**1997-1998**

**SKILL PATH SEMINARS / MAVIS & MOORE SEMINARS**

**PITTSBURGH, PA**

- How To Design Attention-Grabbing Brochures... / Desktop Publishing Design

## TECHNICAL PROFICIENCIES

- Strong Interest in Digital Photography, Graphic & Website Design
- Working Knowledge of Microsoft Office products, CorelDraw, Adobe Photoshop, Lightroom Dreamweaver MX 2004 & various graphic and technical applications
- Microsoft Small Business Server 2003, Microsoft Dynamics GP (accounting) Windows XP, Windows 2000