

David A. Rios

McAllen, TX 78501

Phone: 512-791-9871 E-Mail: DaveTrippr@gmail.com

Objective

To maintain a full time position with an institution that promotes team unity, longevity, and the opportunity to have a positive impact in all of my daily interactions.

Experience

McAllen Public Library – Reference Supervisor

Mar. 2020 - Present

- Coordinate assigned processes and functions within special collections, bibliographic services, electronic resources, or other library information services and systems. Responsibilities may include materials or transaction processing, ordering, and/or receiving.
- Research and resolve discrepancies, special requests, and issues related to library processes.
- Communicate with vendors, publishers, and subject librarians as needed regarding orders, invoices, receipts, or current holdings.
- Prepare regular and ad hoc reports on unit activities as required.
- Assist in developing library policies, procedures, goals, and changes to services.
- Provide reference and information services to library patrons as needed.
- Serve as backup for related library processes as assigned.
- Provide individual and group training in support of assigned library programs.
- Perform other job-related duties as assigned.

Musicademy McAllen, LLC - Owner/Director/Instructor

Jan. 2008 - Present

- Founded and managed private music school offering lessons in voice, piano, guitar, bass, drums, percussion, violin, viola, cello, and music production. Created school's brand, image, and vision: "We are all musical, you just don't know it yet!"
- Designed and maintained website and marketing efforts including video and print media using various video and graphic design software for use in all print publications and social media websites.
- Developed and maintained financial metrics, and managed invoicing, payments, expenses, payroll, and budgeting using various software applications, such as, QuickBooks and Microsoft Office Suite.
- Created and implemented school curriculum for private lessons, rock band camps, music theory camps, music production camps, and adult band sessions; along with the metrics for monitoring their success.
- Developed and implemented "core musical skills" evaluation for gauging student progress and skill level. Students are periodically auditioned and given ratings of 1 through 8 for their level of instrumental or vocal proficiency in the areas of technique, theory, reading, and repertoire. The four ratings serve as a report for students and their parents to keep track of their progress and areas for improvement. Furthermore, it allows for teachers to determine the skill level of each student when forming student bands.
- Created and conducted periodic employee training in motivation, teamwork, ethics, organization, and productivity to cultivate a learning environment that is focused on student success.

- Created and conducted periodic employee training in successful teaching, such as, preparedness, communication, enthusiasm, patience, consistency, accountability, and understanding of different personalities and learning styles.
- Continually trained, evaluated, and tested employees for proficiency in musical concepts, such as, ear training, melodic and rhythmic notation, and music transcription; as well as training in the operation of audio equipment and software.
- Coached employees regarding their college degree plan & career plans.
- Planned and directed monthly recitals and annual student rock concert. Produced and engineered annual student holiday CD recording.
- Continually met with students and their parents to discuss progress, concerns, and goals.

Brookdale Senior Living - Director of Dining Services

Jan. 2005 - Jan. 2008

- Directed food service operations within the community including all food preparation, dining room operations and dining delivery services for 3 kitchens and dining rooms.
- Developed department budget including purchasing and staffing expenditures.
- Purchased all food and managed inventory ensuring effective cost controls and vendor service and quality.
- Planned and executed entertaining dining events and themes in conjunction with Activities Director, Marketing Director and other administrative staff to optimize the life and pleasure of the residents.
- Hired, trained and managed all staff for the kitchen, dining room, catering and delivery services.

University Baptist Church - Preschool Teacher

Aug. 2004 - Jan. 2005

- Employed a variety of educational techniques (storytelling, educational play, media etc.) to teach children
- Observed each child to help them improve their social competencies and build self-esteem
- Guided children to develop their artistic and practical capabilities through a carefully constructed curriculum
- Tracked children's progress and report to parents
- Maintain a clean and tidy classroom consistent with health and safety standards

Education

Southern New Hampshire University

2016 - 2019

MBA Music Business

Berklee College of Music, Online

2014 - 2015

BM Music Production

Berklee College of Music, Boston, MA

1999 - 2001

BM Music Production and Engineering

South Texas College

1997 - 1999

AA Culinary Arts

Skills

- Speak and read Spanish
- Microsoft Office suite
- Mac OSX
- Pro Tools certified
- Final Cut Pro trained