

Daniel P. McCormack

Education:

- 2010 Bachelor of Arts Degree in Broadcast Meteorology
State University of New York at Albany, Albany, NY
- 2010 Certified – Geographic Information Systems
State University of New York at Albany, Albany, NY

Relevant Experience:

- Knowledge of fire alarm systems of various manufacturers, specifically Simplex
- Knowledge of continuously updating NFPA codes and standards
- Knowledge of device cross compatibility between various manufacturers

Employment History:

- September 2011 – Present Data Entry, Beacon Health Options
- Enter personal information into computer data system
 - Execute procedures to ensure proper electronic filing of provider documents and building of provider profiles
 - Worked efficiently and at a pace so as to process a daily quota of claims and inquiries
 - Successfully achieved two promotions within a year's time frame.
- May 2007- May 2010 Student Assistant, Disability Resource Center, SUNY Albany
- Managed a multi line phone system
 - Handled checks and cash and delivered financials to the business office
 - Provided computer support
 - Scanned documents and copied information to CD format
 - Provided excellent customer service by answering questions and resolving issues in a timely and professional manner
 - Filed and updated documents on a consistent basis

Summary:

Fire alarm hobbyist looking to begin a career as a technician/inspector in the Albany, NY area. Hobby dates back almost 15 years. I would like to begin a career in the field to put my knowledge to use as well as to gain additional knowledge and achieve NICET certification.