DANIEL B. SCHMIEDELER

723 St. Nicholas Ave. #35, New York, NY • +1-512-296-6415 • danschmiedeler@gmail.com
www.danschmiedeler.com • www.linkedin.com/in/schmiedeler

PROFILE

I have five years of administrative assistance, and over thirty years of experience in computer technologies. I'm a diligent worker, and a good collaborator. I like solving problems, and view them as challenges instead of nuisances. I consider myself a creative and affable guy.

PERSONAL TRAITS

- Precise & detail-oriented
- Smart & focused
- Enjoys assisting others
- Extremely organized
- Creative, thinks outside the box
- Friendly & approachable
- Hardworking

OFFICE SKILLS

- Microsoft Excel
- Microsoft Outlook
- Microsoft Word
- Adobe Acrobat
- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Google Suite
- IT support (hardware and software)

TECHNICAL SKILLS

- Autodesk Fusion 360
- 3D design and printing
- Visual Basic Script
- Adobe ColdFusion
- T-SQL
- HTML5 / CSS / XML
- JavaScript
- WordPress
- Model making
- Woodworking
- General computer wizardry

PROFESSIONAL EXPERIENCE

Administrative Assistant and IT Support Specialist
Miller Samuel, Inc. - Real Estate Appraisers, New York, NY   **Jul 2018 - Feb 2023**

Duties included:

- Answering phones, greeting guests, copying, scanning and filing documents
- Serving as liaison between the appraisers and clients throughout the entire reporting process
- Gathering and entering management information for all reports
- Preparing paperwork for on-site inspections
- Finalizing and sending completed reports through email, mail, and online portals
- Providing internal IT support and training for the entire office
- Acting as the office Fire Marshall

Accomplishments included:

- Spearheading the transition from a paper-based office to a digital one during the pandemic
- Purchasing and setting-up new laptops and all related hardware to enable remote working
- Authoring complex Excel spreadsheets using VB Script for more advanced reports
- Ending my tenure with an annual salary that was 160% of my starting one

Database and Web Developer
Thinkwell, Inc. - eLearning Publishers, Austin, TX   **Apr 2001 - Apr 2018**

Duties included:

- Developing the front-end and back-end of both the student and professor websites, using technologies such as HTML5, CSS, JavaScript, SQL, and ColdFusion
- Designing, creating, and maintaining SQL databases
- Designing and developing internal online tools for the company's accounting, art, editorial, and sales departments
- Creating and updating PDF documentation from the database using XML and XSL
- Designing and creating lesson plan graphics

Accomplishments included:

- Authoring an application that allowed video lecture content to be played from optical media
- Authoring an application that converted video lecture content from the RealMedia format to one playable from optical media
- Creating a method to add closed captioning to the video lectures

EDUCATION

Bachelor of Applied Science in Radio-Television-Film from the University of Texas at Austin, graduating with a 3.8 GPA.

MISCELLANEOUS

Authored a crossword puzzle which was published in the New York Times (and subsequently in over 300 other newspapers) on January 5th, 2012 (Thursday edition).

References available upon request.