

# Daniel Vasquez

Jacksonville, FL 32256

904-382-2338 | [Bigdanny82@gmail.com](mailto:Bigdanny82@gmail.com)

## PROFESSIONAL PROFILE

United States Marine Corps Veteran looking for a new challenge. Great collaborator and self-motivator willing and able to adapt to changing environments. Current student in the process of getting certifications needed to start a new career in the Information Technology field.

## TECHNICAL SKILLS

**Systems:** Linux, Windows 10, Windows Server 2016  
**Software:** Microsoft Office applications, Internet Explorer, Adobe Acrobat, Apple iTunes Podcast, Quick Time, RealPlayer, E-mail, multiple Multimedia Productions and Windows Applications  
**Languages:** Dreamweaver, basic HTML, and JavaScript  
**Databases:** SQL Server

## EDUCATION

**New Horizons Computer Learning Center** | Jacksonville, FL Sep 2020 - Present  
Information Technology  
Enrolled In: EC-Council Certified Ethical Hacker (CEH).

**University of Phoenix** | Jacksonville, FL Mar 2020  
Bachelor of Science in Information Technology with an Advanced Networking Certificate  
GPA 3.48

Key Courses and Projects:

- **Advance Windows Services:** Through online labs I was able to configure advanced Windows services such as High Availability, Server File and Storage, Business Continuity, Advanced Network Services and Directory Infrastructure & Access Solutions.
- **Windows Server Configuration:** Installed and configured Windows Server. Practiced server installation and configuration, server virtualization configuration, and maintaining and monitoring server environments.
- **Database Concepts:** Learned database design. Was able to Build an ERD based on industry standards, build database table structures in SQL based on RDBMS. Then applied normalization principles to a relational database. Create a relational database, Constructed SQL Scripts and Queries.

## CERTIFICATION

CompTIA A+	August 2020-2023
CompTIA Network +	September 2020-2023
Microsoft Technology Associate Security Fundamentals	August 2020
Microsoft Technology Associate Operating Systems Fundamentals	August 2020
Microsoft Technology Associate Network Fundamentals	August 2020

## PROFESSIONAL EXPERIENCE

### Medical Record Abstractor

The HCI Group | Jacksonville, FL

Mar 2020 – Present

- Transitioned medical records from eClinicalWorks to Epic EHR
- Reviewed medical records and abstracted data accurately and within compliance with standards
- Worked with senior leadership to collect and summarize project performance data.
- Ensured that data integrity is maintained through thorough testing.
- Maintained security and confidentiality of medical records and Protected Health Information (PHI).

### Department Manager

Walmart | Jacksonville, FL

Sep 2017 – Mar 2020

- Ensured associates were trained in current procedures.
- Fostered a positive work environment by leading by example.
- Worked to resolve customer care complaints.
- Grew department sales and meeting performance goals.
- Conducted interviews to meet staffing demands for my area.

### Armed Security Officer

Paragon Systems Inc, | Washington, DC

Nov 2007 - Nov 2016

- Worked alongside a team of 20 dedicated Security officers to help ensure the safety and security of The Department of Education and HUD facility
- Instructed employees and provide on-the-job training
- Completed administrative paperwork, and supervised the preparation and maintenance of records, forms, and reports
- Developed work and security procedures
- Safeguarded Staff, Authorized Visitors, assets, and property.
- Provided direction and assistance to staff, visitors, and guest.
- Responded to emergency conditions within assigned area of responsibility
- Conducted foot patrols, maintaining high degree of visibility.
- Enforced all client policies and procedures.

### Administration Clerk, Rank: Lcpl

United States Marine Corps | Camp Pendleton, CA

Jul 2000 - Jul 2004

- Served with 10 other Marines as Battalion Administrators
- Loaded peripheral equipment with selected materials for operating runs or oversaw the loading of peripheral equipment by peripheral equipment operators
- Loaded machines with required input or output media such as paper, cards, disks, tape or Braille media
- Trained and instructed Marines in job duties and company policies or arrange for training to be provided
- Developed or updated procedures, policies, and standards
- Supervised and trained peripheral equipment operators and computer operator trainees
- Answered and directed telephone calls
- Communicated with customers, employees, and others to answer questions, address complaints, explain information, and take orders
- Operated office machinery, including photocopiers, scanners, telephone and voicemail systems, and computers
- Maintained updated systems for filing, inventory, mailing, and databases
- Managed incoming and outgoing office correspondence
- Compiled and maintained records of office activities and business transactions
- Troubleshooted problems that arise with office equipment
- Supervised and direct the work of lower-level clerks