

# Daniel J Kopelman

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## Summary of qualifications

- Senior Project Analyst
- Project Manager
- Computer Systems Integrator
- Site Supervisor
- Masters Degree in Computer Information Systems
- Bachelor of Science in Electronics Engineering Technology
- Compliance Manager
- System Administrator
- Computer System Analyst
- Field Engineer

1988 - Present

## Hardware and Software Support Manager and Developer

- Primary hardware and software purchase decision maker in corporate and government environment for both small and medium scale deployment, including systems requiring corporate, local and federal regulatory compliance.
- Extensive experience with 10/100Base-T and Thin-net as well as standard Ethernet (Thick-Net) configurations and many associated hardware devices. Connected and configured networks from Peer-to-Peer to 250 computers on a Metropolitan Area Network.
- Programming in Access, FoxPro, dBase, Visual Access, C, C+, Pascal, Prolog, LISP, Fortran, Visual Basic, and multiple batch and machine languages.
- Expert user and trouble-shooter for Microsoft Office Professional and all associated applications.
- Integration of computer systems from Norsk Data Mainframe to Palm-top personal data assistants. Upgrade, installation and administration of Windows 2000/2003 Server, SQL Server, NT 4.0 Server, Novell 4.XX, 3.XX, and 2.XX with DOS Workstations, Windows, Windows for Workgroups 3.1/3.11, Windows 9x/ME, Windows NT, Windows 2000 and Windows XP using multiple protocols.
- Web Site design, development and maintenance for government/constituent based applications and services. Site construction using standard HTML based pages manually coded and using FrontPage, Cold Fusion and Netscape Communicator.

## Work experience

2007-Present

### State of Colorado, Department of State

#### *Denver, Colorado*

Senior Project Analyst/Election Technology Manager.

Development of voting system certification rules and test guidelines. Analysis of voter data, senior analyst for Statewide Colorado Registration and Election (SCORE2) system, senior analyst for Campaign Finance project.

2002-2007

### State of Colorado, Unclaimed Property Division

#### *Denver, Colorado*

Compliance Manager/System Administrator/Project Manager.

Oversight of Escheated Property Collection Procedures, Account Balancing and Tracking, File Management, Windows 2000/2003 Server Administration, Technical Support/Decision maker, Data Analyst, Multiple Format Data Import and Export Conversion, Treasury Office Web Site Development, Microsoft SQL Administrator, System Upgrade Project Manager, Web Application Development Manager.

Detailed duties: Develop procedures for using the Unclaimed Property Management system (UPMS) as well as making software change requests, and system software updates commensurate to the needs of the office. Oversee the collection, depositing and reconciliation of over \$24 million in unclaimed property from businesses (holders) with outstanding Colorado transactions. Interpret and explain Colorado's Unclaimed Property Act to businesses and individuals, including office staff, as well as updating the web site to clarify all aspects of reporting. Developing, modifying, and clarifying report requirements, forms and instructions in order to enhance compliance. Contacting holders or creating procedures to make holders aware of deficiencies in reports and how to resolve the same. Apprise holders of compliance deadlines, penalties and acceptable corrective measures. Process reimbursement requests from holders. Collect, track and maintain reports and statistics concerning the accounts held by the Division. Balancing the UPMS account against COFRS, accounting for all variations or differences. Update and manage unclaimed stocks and securities in the custody of the Division tracking and updating on UPMS. Determine productivity goals for administrative and temporary personnel working on compliance issues and developing methods to enhance and streamline procedures and accuracy. Evaluate individuals' job performance based on quality and quantity.

Additional duties include Windows 2000 Server Administration, Technical Support, Multiple Format Data Import and Export Conversion, establish guidelines for Internet access, maintain backups for the Department, and configure and maintain virus protection for Treasury office computers. Establish internal and external email access, internet on the desktop of professional personnel and automated the inbound email processing for the Division, all at no additional cost. Modify, update and maintain the entire Colorado Treasury Office Web Site.

1999-2002

### **United States House of Representatives**

*Washington, DC - Littleton, Colorado*

System Administrator/Legislative Staff.

Legislative Director (Pro-tem), Senior Legislative Assistant, Education Committee Legislative Staff, Legislative Correspondent, Speech Writer, Technical Advisor, NT 4.0 System Administration, Exchange e-mail administrator, Security Manager/Administrator, Systems Integrator, Correspondence Management Software Manager and Supervisor, Technical Support/Decision maker, Web Site Development, Data Manager

Detailed duties: Advise others on procedures and supervise progress and quality of work product. Monitoring legislative developments for all assigned issues. Brief Congressman on current issues and legislation. Draft legislation and gather coalition and congressional support. Meet with business leaders, organizations and individuals concerning regulatory and legislative initiatives. Assist organizations and constituents with federal regulatory matters. Writes speeches. Recommends legislation to support. Act as liaison with Committee and agency staff. Answers constituent, business and organization inquiries as necessary.

Additional duties included installing and supporting the office computer system: Update and maintain all office computers and peripheral equipment including, but not limited to, operating systems, network hardware and software, telephone equipment and connections to offices in both Washington, DC and Littleton. The network consists of an NEC Dual-Pentium II 500 NT/SQL Server with 20GB storage, 11 PCs and 2 printers in the Washington, DC office and 8 PCs and 2 printers in the Littleton, CO office which I have responsibility for maintenance and upkeep. Duties include maintaining the file system integrity and organization, indexing of all correspondences, tracking of mass mailing and acting as liaison to House Information Resources and the Constituent Management Software (CMS) vendor.

1992 - 1999

### **Simple Surgical Solutions**

*Aurora, Colorado*

Computer System Analyst/Integrator.

Software Development, Hardware Procurement, Technical Advisor, Novell System Administration, Systems Integrator, Deployment Manager and Supervisor, Technical Support, Web Site Development

Detailed duties: Assist with the development of semi-customized human organ procurement and transplant software. Develop code in dBase including custom report generation for ten to fifteen clients across the United States. Compute matching data between organ donors and recipients, requiring accurate and timely reports. Installing and maintaining Novell networks in medical facilities in and around the Denver Metro area. Responsible for three to 150 computers in one to five remote offices for each business. Connect and install 10-Base-T, dial-up, fractional T-1 and frame relay data connections.

All associated system administration, security and file maintenance was under my direct supervision. Providing helpdesk information for the entire client base (approximately 300 individuals), creation of basic user manuals for logging in and using word processing, establishing standards for file names and subdirectory data storage, ensuring the proper function of tape backup systems and updating all software as required to maintain compatibility with Unix based, third party financial management package. Create guidelines for, develop and deploy web sites and email communications.

Within the business office duties were as follows: Responsible for maintaining and updating the company computer system in addition to making all purchase recommendations both internally and for clients. Develop off-the-shelf solutions in order to better serve client needs.

1990 - 1992

**Live Wires, Inc.**

*Denver, Colorado*

Self Employed.

Programming and consulting for individuals and companies in and around Denver. Development of reports and import functions for major workman's compensation insurance company.

Detailed duties: Compliance with all State and Federal small business regulations. Contract scheduling, marketing, advertising and subcontracting.

Assisting individuals and businesses with specialized computing needs. Development of databases in dBase that exchanged text information with other programs and operating systems including automated mainframe health information data queries and externally created inventory datasets. Consultation included general hardware upgrades, purchase recommendations, tutoring for individuals and small groups and specialized software development contracting.

1988 - 1990

**CAE-Link**

*Binghamton, New York*

Field Engineer/Site Supervisor.

Worked as a subcontractor of the Department of Defense on International flight simulator requiring "Secret" clearance. Maintained a networked Norsk Data Mainframe and Silicon Graphic Workstations integrated to real F-16 flight components. Configured and installed upgrades to hardware and software. Field Engineer Misawa AFB, Japan and Site Supervisor Hill AFB, Utah.

Detailed duties: As interim site supervisor for the F-16 simulator at Hill Air Force Base, Utah, I was required to: maintain and track all security logs, securely store mission critical software and firmware, maintain site security, schedule two shifts with five other employees, assign system access permission, submit weekly time sheets, and schedule simulator use in addition to the field engineer duties.

As a field engineer for the F-16 full cockpit flight simulator in Misawa, Japan, responsibilities ranged from hardware and software integration between Department of Air Force cockpit instrumentation to operation of various simulated instrument failures during intercept missions based on USSR combat flight scenarios. This position required a Department of Defense Secret clearance. Additional duties included software upgrades and installation on two different computer operating systems across an Ethernet connection, isolation and repair of hardware failures in both

military instrumentation and interface equipment, maintaining a 98% readiness level on a monthly basis under 24/7 operation, submit system modification and change requests in accordance with Department of Defense requirements, perform daily software backup, security checks, and equipment maintenance.

## **Education**

1991 - 1993

### **University of Denver**

*Denver, Colorado*

Master in Computer Information Systems

1986 - 1988

### **DeVry Institute of Technology**

*Phoenix Arizona*

Bachelor of Science in Electronics Engineering Technology

1984 - 1986

### **University of Puget Sound**

*Tacoma, Washington*

Under-graduate studies in Electrical Engineering

## **Military Service**

1982-1988

United States Army Reserve – Enlisted

## **Security clearance**

1988-1990

Secret clearance from United States Federal Government

## **Professional memberships**

1986-Present

Institute for Electronic and Electrical Engineers

2000-2002

U.S. House of Representatives System Administrator Association