

Queens Village, NY 11427-2513

PETER C. DALY

Cell (914) 433-3650

p.daly@saeny.net

GOAL **Full Time Assistant Engineer leading to Lead Recording/Mixing Engineer.**

SKILLS I am proficient with both Windows and Mac operating systems. I have had extensive training in using Pro Tools, Logic, Ableton and Garageband as well as working on large format analog and digital consoles. I have had experience soldering my own microphone cables and doing light guitar repairs and intonation. I am adaptable and if there is a skill I am not yet proficient at, I put the highest amount of effort in understanding and implementing that skill in future endeavors.

EDUCATION SAE Institute NY - Audio Engineering Diploma Program (October 2014 - April 2016)
SAE Institute NY - Audio Engineering EDM Certificate Program (2011)
Mamaroneck High School (Regents Diploma 2003), Adelphi University (2003-2005)

SWISS POST EXPERIENCE

- 7/09 – 8/09 COTY, fragrance company
Facility Worker
•Restocking refrigerators, cleaning glass doors and breaking down boxes in the freight elevator, and some package deliveries
- 9/09 – 9/09 Zenith Media, full-service media agency
Mail Room Worker
•Logging in incoming packages and delivering them as well as sorting and organizing mail by floor and then delivery route
- 10/09 – 12/10 IMG, fashion and music promotion company
Mail Room Worker
•Creating mail delivery routes, helping to write the on-site instruction manual for new employees and backfills, delivered mail and packages, reorganized the stockroom, mailroom and all supplies on premises, and set up conference rooms for meetings
- 1/10 – 10/10 HSH Nordbank, German-based commercial bank
Sole Mail Room, Printing and Binding Worker
•Assisting the conference coordinator and the SPS facility worker, covering reception duties, reorganizing the mailroom, moving printer paper supply to more efficient location, creating the “Emergency Contact Call Out Chart” using Powerpoint, extensively using USPS and FedEx Shipping Systems as well as the Neopost IJ-70 postage machine
- 1/11 – 10/11 Atari, video game developer/publisher
Sole Mail Room, Printing and Binding Worker
•Organizing and distributing mail, maintaining the kitchen/break room supplies, sending out mail through USPS, using the Neopost IJ-70, or UPS via UPSWorldship; concurrently through Swiss Post, working for **Equity Package Delivery Services** delivering packages, and escorting messengers through a secure office building
- 1/12 – 11/12 Macquarie, Australian-based Investment/Trading Bank
Mail Room Worker, Mail Room Lead, Printed Conference Material Delivery, Printing and Binding Assistant, Printer Maintenance Technician
•Reorganized and maintained the Master mail distribution list for the NY Branch, incorporated and consulted during a mail room technology changeover to a new online mail directory delivery system; delivering printed conference materials to clients on the floor, sorting and organizing mail for delivery twice a day, using USPS and UPS Shipping Systems as well as the Neopost IJ-70 postage machine; prior to mail room work: printer maintenance technician for Canon 9300 Series printers.

11/12 - Present BMO Capital Markets (Bank of Montreal), Canadian based Investment/Trading Bank
Mail Room Clerk
•Delivering incoming packages, processing outgoing UPS and USPS through UPS Worldship and Neopost IJ-70, mail room closer.

PREVIOUS EXPERIENCE

2005 –7/09 While pursuing my music interests (playing guitar, bass guitar and recording a demo CD), I have held seasonal and part-time jobs: retail salesperson at Hot Topic and Barnes & Noble, busser at Bellizzi Restaurant, inventory clerk subcontracted to Duane Reade.

9/02 –6/03 Mamaroneck High School, Mamaroneck, NY
Assistant to Media Technician
•Repairing tape players, VCRs, and fencing equipment; operating soundboards and mixers; setting up sound and video equipment for school events and school board meetings

10/98 –3/04 Helen Adams School of Dance, Larchmont, NY
Ballroom Dance Instructor, Grades Five-Seven
•Teaching basic ballroom, standard and Latin dance for weekly dance classes
•Promoting confidence and social skills during instruction

7/02 –10/02 La Maree Fine Foods, Mamaroneck, NY
Recordkeeping and Order Clerk
•Taking food orders, recording checks, and entering customer's computer data

3/02 –6/02 Self-employed, Mamaroneck, NY
Videographer
•Recording and delivering VHS tapes of lacrosse games for athletic-scholarship candidates

6/99 –9/01 Mamaroneck Recreation Department, Mamaroneck, NY
Camp Counselor
•Supervising activities for elementary aged children

6/99 –9/01

REFERENCES: Available upon request