

Daniel W. Coleman

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Education:

University of Pennsylvania (Ranked 5th Best University in the Nation by US News & World Report)

Philadelphia, PA

Bachelors Degree in History

4 Years Varsity Football

2004-2008

The Haverford School (Ranked #1 High School in Pennsylvania by Philadelphia Magazine)

Haverford, PA

High School Diploma

2000-2004

Professional Experience:

The Senate of Pennsylvania-Senator Wonderling, 24th District-Montgomery, Bucks, Lehigh, & Northampton Counties
Senatorial Intern May 2008- Present

- Influenced pieces of legislations by completing detailed research projects: (Clean Air Acts, Corporate Relations, Pennsylvania State Budget & more).
- Learned how the state legislature operates and the function of various state agencies.
- Attended local municipality meetings and events as a representative of the Senator.

Institute for Diabetes, Obesity & Metabolism- Penn Medicine, Philadelphia PA

Administrative Assistant

June 2008- Present

- Perform clerical duties essential in handling patient information
- Coordinate deliveries of urgent insurance payments, medical files, pay-checks, and other important notices throughout the hospital

The Senate of Pennsylvania-Senator Hughes, 7th District-Montgomery & Philadelphia Counties

Senatorial Intern

Summer 2007

- Assisted in the development of annual fund-raising event.
- Performed many miscellaneous tasks that are essential in politics.

University of Pennsylvania Athletic Communications Department, Philadelphia PA

Researcher/ Assistant Press Manager

2005-2006

- Authored articles requiring research & interviews that were published in weekly sports programs.
- Assisted in coordinating communications between the press and the University.

Cozen O'Connor Law Office, Philadelphia PA (Ranked 99th by American Lawyer's Am 100)

Accounting/ Business Litigation Intern

2004-2005

- Learned the basic financial structure of a corporation.
- Performed many accounting tasks: reviewing balance sheets, income statements, cash flow statements.
- Researched data and other facts concerning pending trials.
- Participated and learned about the litigation process.
- Improved management skills.

Hilton Philadelphia City Avenue Hotel, Philadelphia, PA

Customer Service Relations

2002- 2004

- Gathered important skills in customer service and client relations.
- Assisted customer needs, from monitoring deliveries, to arranging car service, accommodated all customer needs.

Additional Skills: Microsoft Office: Proficient in Excel, Word, Access, and PowerPoint