

# DANIEL MULLINS

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I served six years in the United States Army and will continue to serve my community by utilizing the skills learned over the course of my academic career, as well as conflict resolution, communication, and problem-solving skills I learned in my time in the service.

## EXPERIENCE

**MARCH 2018 – PRESENT**

**VETERAN WORK-STUDY, DEPARTMENT OF VETERANS AFFAIRS**

Assist veterans and dependents with general VA benefit information by use of telephone or face to face interaction in a clinical psychology setting. Assist veterans with scheduling appointments with mental health professionals and veteran service officers. Use knowledge of local community resources in the event the Veteran Center cannot provide service. Office duties, including copying, faxing, shredding, and scanning. Assist staff with maintaining veteran related files. Trained and familiar with HIPAA.

**DECEMBER 2009 – MARCH 2016**

**PROTECTIVE SECURITY OFFICER, PARAGON SYSTEMS, INC.**

Observe and report activities and incidents at assigned locations, providing for the security and safety of client property, visitors, and personnel. Preserves order and may act to enforce regulations and directives for the site pertaining to personnel, visitors, and premises; control access to client site and facility through the admittance process; responsive in all situations; monitors entrances and exits and acts to prevent unapproved OR unlawful entry; patrols assigned site on foot OR in vehicle, checks for unsafe conditions such as hazards, unlocked doors, and security violations; protects evidence OR scenes of incident in the event of accidents, emergencies, OR security investigations; prepares logs OR reports as requested.

## EDUCATION

**DECEMBER 2019**

**BACHELOR OF SCIENCE IN PSYCHOLOGY, WESTERN WASHINGTON UNIVERSITY**

**MARCH 2017**

**ASSOCIATES OF ARTS IN PSYCHOLOGY, SHORELINE COMMUNITY COLLEGE**

## **SKILLS**

- Adaptable; able to work effectively in both individual and group settings.
- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite
- Knowledge of local community support organizations
- Ability to speak to large groups

## **ACTIVITIES**

### **CHAPTER SECRETARY**

Warrior Brotherhood Veteran's Motorcycle Club – 501 (c)(3) - December 2017 – October 2019

- Conducted monthly organization meetings; held meetings in accordance with Robert's Rules of Order.
- Note taking and completing meeting minutes monthly.
- Coordinate with local not for profits and charities to assist local veterans in need of various services; home repairs, financial assistance, temporary housing.
- Record keeping including quarterly financial reports, membership, monthly meeting minutes.