



Dan Smith
Risk Control Coordinator

Dan Smith joined Cavignac & Associates in June 2015, bringing with him a well-rounded background in management and administration. He is charged with various administrative activities that support the company's Risk Control Department, serving as the primary contact for clients and team members initiating or following up on risk management services.

His area of responsibility includes preparing and updating meeting materials, developing PowerPoint slide shows and handout materials, maintaining client schedules of service and ensuring accurate billing for completed services, among other duties.

Prior to joining Cavignac & Associates, Dan served as the assistant office manager of American Discount Cruises in Englishtown, N.J., where he was employed for six years. There, he oversaw a 20-plus-person staff, accounts payable and receivable, employee payments and payroll.

Earlier office administrative experience includes three years as manager of the Rutgers University Student Legal Information Center in New Brunswick, N.J.

Dan graduated from Rutgers University with a Bachelor of Science degree in Environmental Policy. Born and raised in Bloomfield, N.J., Dan resides in the San Diego community of East Village, Downtown. In his leisure time, he enjoys playing rugby.