

Daniel Nakata Maestro

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<https://github.com/DanMaes>

Cover Letter

10+ Years Experience Remote Customer Service Virtual and Call Center Telecommunications
Fluent in English and Spanish, Computer Competent with able to adapt to new software
Proficient with Microsoft Office Suite: Word, Excel, Outlook, Zoom, and Microsoft Teams
Current student with 4+ Years College Experience in Health Information Technology

College Education - Anticipated Associates Degree Date 12/2022

Mesa College, San Diego Ca	Current Student
Medical Terminology	Computer Information Systems
Health Information Systems	C/C++ Programming (Dropped)
Diablo Valley College, Martinez Ca	2009 - 2012
3D Computer Modeling Animation	Physical Anthropology
Spanish 101 / 102	Human Sexuality
Psychology of Latinos	English College Level Writing

Work Experience - 10 Years Customer Service / 15 Years Multi Experience

AllianceOne Solutions, San Diego	- 7 Years	Jan 2014 - Dec 2021
Remote Customer Service Representative		
Accounts Payable Maintained confidential records		
CashOne, Martinez Ca		Sept 2009 - April 2010
Customer Service Representative Cashier		
Financial transactions in compliance with procedures		
Arrow Advertising, San Diego Ca	- 5 Years	June 2004 - Sept 2009
Marketing and Sales Representative		
Team Manager and Coordinator of Activities		
KFC Chicken, San Diego Ca		Nov 2002 - Jan 2003
Customer Service Representative Cashier		
Ralphs Grocery Store, San Diego Ca		May 2002 - Sept 2002
Customer Service Representative Cashier		
Pacsun, Chula Vista Ca		Nov 2001 - Jan 2002
Customer Service Representative Cashier		
Seasonal Work, Received Payments, issued Refunds		

AWARDS

2018 AllianceOne - Employee Excellence Performance Award Certificate
2008 Diablo Valley College - Academic Honors 3.66 GPA
2005 MarVista High School - Microsoft Office Computer Competency Certificate

References:

- Company: AarrowAds
 - Location: San Diego, Ca
 - Manager Name: Joe Ambert
 - Manager Title: VP of Sales and Marketing
 - Phone number: (323) 944-2002
 - Email: Sign Spinners | AArrowSignSpinners.com
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- Company: AarrowAds
 - Location: San Diego, Ca
 - Manager Name: Max Durovic
 - Manager Title: Founder & CEO
 - Phone number: (323) 944-2002
 - Email: Sign Spinners | AArrowSignSpinners.com
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- Company: AarrowAds
 - Location: San Diego, Ca
 - Manager Name: Bud Bong
 - Manager Title: Direct Supervisor
 - Phone number: (323) 944-2002
 - Email: Sign Spinners | AArrowSignSpinners.com

Tags:

Data Entry Assistant, receptionist, administrative assistant, dispatcher, sales administrator