

Daniel Bolden

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EXPERIENCE

Aerus Electrolux, Las Vegas, NV— Office Manager

January 2018- PRESENT

Scheduled appts for new and pre-existing customers, product demos at office, daily office projects.

Aerus Electrolux, Shawnee, KS— Scheduling Manager

September 2008- January 2018

Scheduled appts for new and pre-existing customers, product demos at office, daily office projects.

Sprint, Lawrence, KS— Owner/ Landscaper

February 1999- September 2008

Mowing, trimming, trash/snow/leaf/debris removal, new acct bidding, scheduling, hiring, payroll, general landscaping maintenance.

EDUCATION

KU, Lawrence, KS

September 1998 - December 1999

Psychology curriculum

FreeState High School, LAWrence, KS

September 1994 - July 1998

PROJECTS

Canine Trainer — Humane Society, KS

Trained otherwise un-adoptable dogs to rehabilitate

future potential relationship with new homes and families.

SKILLS

Excels in fast-paced environment

Personable with attention to detail

Excellent customer service

Managerial office tasks

AWARDS

Employee of the Month Aerus
ElectroLux

Managerial promotions
-2008-2010

5-star Year End reviews -
Miscellaneous