|  |  |  |
| --- | --- | --- |
|  | **Daniel**  **Salas** | 1576 W. Flippen Way Anaheim, CA 92802  714-654-6520 / Cell  salas361977@gmail.com |

|  |
| --- |
| Professional Summary |

Experienced customer–oriented professional with strong multi-tasking skills and ability to efficiently prioritize task. Looking to obtain the position of a Customer Service Ambassador.  Incorporate my extensive years of expertise in a professional setting achieve continued success with a well-set organization.

|  |
| --- |
| Skills |

|  |  |  |
| --- | --- | --- |
| * Customer Service | * Superb Time Management | * Calm under pressure |
| * Driven | * Can do it Mentality | * Coachable |
| * Good Listener |

|  |
| --- |
| Experience |

|  |  |
| --- | --- |
| Driver  **Lift Inc. | San Francisco, CA** | June 2019 - Current |

* Driving throughout various cities in California.
* Confirming scheduled pick-up on a daily basis through the rideshare platform.
* Assisting retired elderly patients as needed while driving them to drop-off.

|  |  |
| --- | --- |
| Driver / Dispatcher  **Wells Car-Go | Fullerton, CA** | January 2017 - May 2019 |

* Transporting auction vehicles throughout California on a daily basis.
* Moving SoCal Gas & SoCal Edison trucks to various onsite locations.
* Assisting dispatch dept. with various projects on a weekly basis.
* Processing new hires paperwork & updating internal web-site as needed.
* Coordinating internal meetings for weekly office staff.

|  |  |
| --- | --- |
| Receptionist / Customer Service / Accounts Payables  **CFG Investments, Inc. | Fountain Valley, CA** | July 2005 - December 2016 |

* Answering a 20-phone line switchboard and taking detailed messages.
* Assisting Property Managers' with eviction paperwork on a monthly basis.
* Loading new rentals, pictures, and data into our internal website daily.
* Sorting and distribution of daily mail ordering office supplies weekly.
* Collating and processing vendor invoices input in Yardi-System for process.
* Turning ON/OFF utilities for vacant units ready to rent.
* Translating internal documents from Spanish to English.
* Printing/Sorting mailing 1099's year-end data to all owners' and vendors.
* Keeping working station clean and tidy at all times.
* Coordinating company events meetings and employee's birthdays.
* Assisting Marketing Dept. with promotions to all clients monthly.

|  |  |
| --- | --- |
| Warehouse Clerk / Receptionist / Customer Service  **Tivoli Industries / Targetti North America | Santa Ana , CA** | July 1997 - June 2005 |

* Assembly of lighting tubes cutting them to specific sizes.
* Reading Architectural blueprints taking overall measurements for material quotes and specifications.
* Distribution of mail and assisting with shipping department with UPS Fed-Ex packages.
* Answering a 65- phone line switchboard system taking detail messages transfer calls to various dept.’s.
* Assisting CEO with various office duties and transportation as needed.
* Entering orders in AS400-System daily for production work.
* Keeping working area clean and tidy.
* Setting up conference rooms with waters snacks daily.

|  |
| --- |
| Education |

|  |  |
| --- | --- |
| High School Diploma  **Tustin High School, Tustin, CA** | June 1996 |

* Graduated top 15% of my class with honors.

|  |
| --- |
| Software Experience |

**Intermediate:**

Word AS400

Excel MAS-90

Drop Box Yardi-System

Summit Rent Manager System

Goldmine EVO-M-1

Outlook UPS – Fed-Ex Experience