

Daniel Almond Business Resume

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Education

California Polytechnic State University, San Luis Obispo

Graduation: June 2025

Bachelor of Science in Business Administration, Concentrating in Information Systems, Minor in CS

Santa Rosa Junior College, Santa Rosa CA-GPA 3.8

Transferred: 2020-2023

Associates in Arts in Business Administration, Economics, and Social and Behavioral Science

Work Experience

Summit State Bank, Customer Service Rep.

Dec 2022 - July 2023

- Assisted Customers with deposits, withdrawals, transfers, cashier's checks, online logins, and more.
- Learned bank branch organization including customer tracking, file organization, as well as inter and outer office communication.
- Joined the employee activity committee, tasked with handling events and planning company retreats.

Arthur Murray, Ballroom Dance Instructor and Studio Executive

June 2019 - Nov 2022

- Taught private lessons (6-8 per day) and group classes. Attended major dance events all over the US.
- Interviewed and trained incoming staff. Facilitated morning and end-of-the-day meetings.
- In charge of sales to new clients, including discussions about pricing and scheduling.
- Traveled with students and staff to various events, coordinating logistics, and contributing to the creation of a meaningful experience for clients.

Stronghouz Construction Company, Assistant Director

June 2020 - May 2021

- Stronghouz converts shipping containers to strong livable housing. Worked on the structuring of workflows, and oversaw worker supervision, client acquisition, and communication.
- Researched relevant legislation and contributed to design work, accounting, and inventory management.
- Prepared sales contracts, handled payments for clients, and incorporated new business strategies.

Sushi Tozi, Server/Busser

Dec 2018 - June 2019

- Took orders, poured drinks, washed and buffed dishes, restocked, and organized.
- Learned to work as a part of a team under the pressure of a full house.

Skills and Licenses

Soft Skills

- Critical Thinking, Teamwork, Adaptability, Leadership, Problem-solving.

Applications

- Excel, Google Suite, Davinci Resolve 16, Lightroom, Python, JavaScript, CSS, HTML.

Licenses

- California Real Estate Salesperson License, FAA Small Aerial Vehicle License, class C and M1 Drivers License.

Languages

- English