

# Daniel Almond

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## Education

### **California Polytechnic State University, San Luis Obispo**

**Graduation: June 2025**

- Bachelor of Science in Business Administration, Concentrating in Real Estate Finance, Minor in C.S.

### **Santa Rosa Junior College, Santa Rosa CA**

**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.

### **Real Estate Agent and Assistant for Private Broker (Cara Recine)**

**June 2020 - Present**

- Conducted MLS searches and contacted potential leads through cold/warm calling.
- Showed properties, co-hosted open houses, and led one successful real estate transaction while assisting on many others.
- Gained proficiency in Bareis MLS and various realtor software, and helped find leads related to ADU law and permitting for a housing company.

### **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.
- Traveled with students and staff to various events, coordinating logistics, and contributing to the creation of a meaningful experience for clients.

### **Real Estate Agent and Real Estate Assistant work for a private broker.**

**June 2020 - To Present**

- Searched the MLS and Contacted potential leads about listing or buying a home. (Cold/Warm Calling)
- Showed Properties and Co-Hosted an open house. So far I only have one real estate transaction that I led but assisted on many and wrote plenty of offers.

### **Junior Volunteer Chef for Ceres Community Project**

**2015 - 2017**

- Worked as a volunteer for 3 years and was a lead teen chef working in an industrial fast-paced kitchen.
- Led Prep teams, Recipes, and packaging for our clientele, and did so many dishes.
- Catered large fundraisers for Ceres and participated in their gardening program.

## Skills and Licenses

### **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.