

Daniel Duran Jr

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OBJECTIVE

To obtain a position as a team-player in a people-oriented organization where I can maximize my technological experience as well as gradually gaining knowledge in planning, leading, organizing, and controlling the aspects of a small or worldwide business within a challenging environment.

EDUCATION

Northwest Vista College

San Antonio, TX

- Bachelor of Computer Science & Bachelor of Business Administration
August 2015 – Present
- Expected Graduation Date(BCS): May 2020 /(BBA): 2022
- GPA: 3.2

Brandeis High School

San Antonio, TX

August 2012 – June 2015

- High School Diploma
- GPA: 2.8

SKILLS

- CERT Certified
- Certified Microsoft Office (Excel, Word, PowerPoint, and Internet)
- Strong Communication Skills
- Proficient typing ability

PROFESSIONAL EXPERIENCE

DESPERATE CUTS LAWN CARE & LIGHTING INC., San Antonio, TX
September 2016

June 2014 –

Lawn Care & Lighting Technician

- Generated prospects by measuring lawns and providing lawn analysis and quotes
- Lead a crew to complete aeration services on customer lawns
- Performed fertilizer, seeding and other professional applications
- Developed customer relationships through direct customer service and sales
- Invoiced for completed services
- Supervised events and acted as a project manager between client and crew
- Skilled lighting technician onsite for events
- Created proposals, helped plan and design events with clients
- Administrative assistant in the office

IBC Bank, San Antonio, TX
Bank teller

July 2017- February 2018

- Provide account services to customers by receiving deposits and loan payments

- Cashing checks
- Issuing savings withdrawals
- Recording night and mail deposits
- Selling cashier's checks, traveler's checks, and series e bonds
- Answering questions in person or on telephone

REFERENCES

References are available upon request