

# Daniel Hernandez

Email: [dhernandez97@protonmail.com](mailto:dhernandez97@protonmail.com)

Phone: (385) 259-3481

Passionate Business Student at Salt Lake Community College with hopes of finding an enriching work environment that allows me to exhibit and refine my technical writing skills, where teamwork and effective communication are valued.

## Skills

- Team Worker
- Technical Writing
- Detail Oriented
- Engaged Learner

## Languages

- English (Native)
- Spanish (Native)
- Mandarin Chinese (Intermediate)

## Work Experience

### ARUP Laboratories

*Processing Technician III (08/2023 - Present*

*Processing Technician II (05/2023 - 08/2023)*

*Processing Technician I (02/2023 - 05/2023)*

#### **Duties:**

- o Inspecting client-provided paperwork and specimens.
- o Entering accurate data to ensure a seamless testing process for receiving labs.
- o Communicating discovered errors with support staff.
- o Greater decision-making responsibilities in current role without support staff assistance.

### Fidelity Investments

*Client Relationship Advocate (10/2021 - 12/2022)*

#### **Duties:**

- o Providing world-class customer service.
- o Entering stock, mutual fund, ETF, and options trades for clients.
- o Communicating with other teams to ensure proper handling of client needs.

#### **Applicable License(s):**

- o FINRA Series 7 (valid until 12/2024)
- o NASAA Series 63 (valid until 12/2024)

## Education

### Salt Lake Community College

*Associate of Science in Computer Science (Spring 2025 Expected Grad.)*

#### **Related Experience:**

- o Successful completion of English 2010 by the end of the 2024 Spring Semester.
- o Concurrently taking courses on business computer proficiency, business spreadsheet applications, and business communication.