



DANIEL GALLEGO

Senior Executive Assistant

Executive assistant with ten years of experience optimizing efficiency, productivity, and service quality across multiple environments. Reliable support specialist that blends advanced organizational, technical, and business acumen.

CONTACT

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EDUCATION

Salford & Co. University

Bachelor of Business
Management
(2008-2012)

SKILLS

Event Planning
Communication
Calendar Management
Time Management

WORK EXPERIENCE

● Administrative Manager

Fradel and Spies (2012 - 2016)

- Managed CRM Database, including troubleshooting, maintenance, updates and report generation
- Oversaw office inventory activities

● Senior Executive Assistant

Arowwai Industries (2017 - 2022)

- Excecutive assitant, under little supervision and acting on own initiative
- Responsible for gathering, assembling, and analyzing information and data from a wide variety of sources