Daniel M. Poehner

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# Profile:

• Proficient in all levels of customer service.

• Excellent written and oral communication skills.

• Able to efficiently self-pace to complete tasks.

• Quick at mental math and advanced algebraic problems.

• Superb at data entry and invoice management.

• Proficient in using Microsoft Office Suite and Windows.

• Able to effectively use office equipment such as multi-line phone system, fax machine, photo copier, etc.

• Experienced with mid-management duties such as cash handling and staff scheduling/management.

• Excellent interpersonal skills, including but not limited to: time management, group leadership, counseling peers, following direction, critical thinking, and problem solving.

# Work Experience:

#### Rodda Paint, Portland, OR April 2011 – April 2013

#### Lead Quality Control Technician

#### Noodles & Co, Beaverton, OR March 2009 – November 2010

#### Guest Service/Culinary Leader

Island Creamery, Portland, OR March 2006 – February 2009

Shift Manager

### Hobo’s, Portland, OR May 2004 – December 2005

Assistant Chef

Newport Bay River Place, Portland, OR January 2003 – May 2004

Line Cook

George White Chevrolet, Ames, IA March 2001 – August 2001

Service Driver/Shuttle Driver

# Education:

Portland State University January 2005 – June 2008

Received Bachelors of Science in History and a Bachelors of Science in Political Science

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Volunteer Experience:

Clarendon Elementary K-6 September 2003 – June 2007

Classroom volunteer/ Office Assistant

Building Blocks Building Votes January 2005 – June 2008

Non-Partisan voter registration/ Phone Bank/ Canvassing