



## Danielle E. Latimore

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3540 Bayside Walk, San Diego, CA 92109

### EDUCATION

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**University of San Diego**, San Diego, CA Expected May 2017  
**Honors BA Applied Mathematics; Marketing and Spanish Minors** 3.81 Cumulative GPA  
Coursework: Digital Marketing and Social Media, Professional Selling, Marketing Strategy, Computer Programming I/II, Probability, Mathematical Modeling, Numerical Analysis, Ordinary Differential Equations, Linear Algebra, Calculus I/II/III  
Honors & Awards: Overall Top Salesperson, Professional Selling class of Spring 2016 with Prof. O'Neal at the University of San Diego, Member of the Alcala Chapter of Mortar Board, \$100,000 Alcala Scholarship Recipient, University of San Diego Dean's List First/Second Honors, High School Valedictorian, National Merit Commended Scholar

### EXPERIENCE

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**University of San Diego Information Technology Services Help Desk Student Technician** San Diego, CA  
Mar 2016 – present

- Assist students, faculty, and staff with issues pertaining to hardware, software, networks, Gmail, and university services
- Obtain proficiency working with desktop computers, laptops, projector podiums, televisions, gaming systems, and more
- Provide excellent customer service through communication in person and over the phone

**Front Desk Associate** Madrid, Spain  
University of San Diego Madrid Center Aug 2015 – Dec 2015

- Communicated in both English and Spanish with visitors both in person and on the phone
- Maintained security of confidential student information when transferring records
- Assisted teachers and staff with day-to-day preparation tasks such as copying, filing, etc.

**Campus Campaign Coordinator** San Diego, CA  
Teach For America Sep 2014 – May 2015

- Conducted classroom presentations to promote awareness and interest of TFA's mission on USD's campus
- Employed physical marketing tactics such as hanging fliers, tabling, and spreading brochures
- Utilize Microsoft Excel to store contact information and export it for email campaigns

### LEADERSHIP EXPERIENCE

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**President** San Diego, CA  
University of San Diego Math Club Aug 2016 – Present

- Facilitate communication between Math Department staff and faculty members and the general student body
- Plan academic and recreational events to promote expansion of knowledge and club bonding
- Supervise a board of executive members to regulate budgeting, record-keeping, and promotion of club

**Vice President of Chapter Relations and Standards** San Diego, CA  
**Kappa Lambda Chapter of Alpha Chi Omega** Jan 2015 – Present

- Conduct weekly standards meetings and determine learning opportunities to lift members to uphold our values
- Manage attendance records and membership statuses for over 130 members on an online platform
- Maintain high chapter morale and acknowledge positive member achievements

**President** San Diego, CA  
University of San Diego Women's Club Volleyball Team Jan 2014 – Present

- Handle the spending of and fundraising for a \$12,000 budget
- Organize travel, lodging, and transportation arrangements for both in-state and out-of-state tournaments and events
- Coordinate team members and keep detailed records of travel and accomplishments

### SKILLS, CLUBS, & INTERESTS

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Clubs: Alpha Chi Omega, Math Club, Women's Club Volleyball, Alcala Chapter of Mortar Board - Treasurer, National Society of Collegiate Scholars – Social Media Chair and Star Status Coordinator, Order of Omega Greek Honor Society  
Interests: Traveling the world, time spent outdoors, hiking, fishing, camping, volleyball, horseback riding, banjo (learning process)  
Qualifications: Proficiency in Microsoft Word, PowerPoint, and Excel, CPR and First Aid Certified, Washington State Traffic Control Certification, EverSafe Driver Program Completion  
Skills: creative problem solving, interpersonal communication, organization, learning quickly, teamwork, public speaking  
Languages: Conversational and written proficiency in Spanish