

# Daniel Kim

## PROFILE

Highly collaborative and result-oriented professional with proven track record for consistently exceeding expectations is seeking a position in supporting operations management and growth projects. Steadfast under intense and demanding environments, providing an organized and interdisciplinary approach to solving problems. Recognized for ability to provide critical and constructive feedback with creative solutions to inefficient workflow.

## EDUCATION/CERTIFICATION

Whitman College, Walla Walla, WA – B.A. in Economics and Mathematics

Professional Certificate IBM Data Science

## EXPERIENCE

### CONSULTANT ANALYST, OMEGA ACCOUNTING SOLUTIONS; IRVINE, CA – 2022-PRESENT

Consulted CEOs, business owners, and accountants to identify problems with inefficient workflow in daily operations  
Researched governmental orders to create organized timeline for specific industries consistent with IRS guidelines  
Conducted data analysis with MS Excel, utilizing KPIs and data provided by businesses to draw conclusions for clients  
Evaluated internal workflow for any inefficient processes, strategizing and improving existing procedures with newly implemented operations, such as creating an organized research database  
Generated 3 reports weekly, each containing data analysis, detailed orders, and informative and conclusive findings  
Generated \$500,000 in tax credit revenue for clients with businesses in different industries with varied operations  
Ensured all written analysis complied with IRS regulations, containing relevant orders, data analysis, and conclusions

### MEDICAL ASSISTANT, SOUTH COUNTY ORTHOPEDICS SPECIALISTS; IRVINE, CA – 2020-2022

Initiated interdepartmental collaboration to improve standard procedures, reducing patient wait times for X-rays by 6%  
Assisted in team cross-training initiatives while fulfilling my primary responsibilities as a medical assistant  
Supported other medical assistants when clinic fell behind to keep clinic on schedule

### MEDICAL SCRIBE, TWIN CITIES ORTHOPEDICS; MINNEAPOLIS, MN – 2017-2020

Implemented new procedures and responsibilities to shorten patient visit time, increasing efficiency by 20%  
Provided decisive and actionable solutions to impromptu problems, ensuring seamlessly operations for each clinic  
Effective time management skills to simultaneously balance both academic and professional responsibilities  
Completed self-initiated medical terminology course to build medical comprehension for fast-paced, demanding clinic

### FIELD MANAGER, ENVIRONMENT MAINE; PORTLAND, ME – 2017

Informed all grassroots members of the current political economy by creating an open and engaging dialogue  
Raised \$15,000 in support of campaign to fight against regressive environmental policies and budget allocation  
Responsible for the safety of 5 members of my team, and the coordination and preparation of field operations

### NEWSPAPER PUBLICATION EDITOR, THE PIONEER; WALLA WALLA, WA – 2015-2016

Approved 12 concise articles, weekly, for final draft after proofreading and editing all syntax and grammar errors  
Collaborated closely with reporters to help determine an appropriate and engaging focus for their assigned stories  
Managed a team of 6 reporters, supporting them with resources and communicating expectations for the week  
Asked engaging and instructive questions to provide actionable feedback for reporters in their draft writeup

## SKILLS

- Collaborative and supportive team player with strong written and verbal communication skills
- Attentive to important details in processes to quickly adapt to changing environments
- Resolve redundancies and inefficiencies by identifying problems and presenting creative solutions
- Organize and prioritize tasks to effectively manage time and meet critical deadlines
- Foundational knowledge in programming languages, machine learning, deep learning, and AI