

# DANIEL VO

Oakland, CA 94607

(510) 213-4463 - danielvo504@gmail.com

## PROFESSIONAL SUMMARY

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Reliable and passionate employee seeking a entry-level paralegal position. Offering excellent communication and work ethic. Seeking a position with room for growth. An employee that can thrive in both group and individual work settings.

## EDUCATION

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05/2021      **Bachelor of Arts: Legal Studies**  
**University of California, Berkeley** - Berkeley, CA

## WORK HISTORY

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07/2020 to Current      **Part Owner**  
**Sugarmama Sugarcane** – Oakland, CA  
Maintained and practiced communication skills by collaborating with colleagues and fellow business owners  
Developed knowledge on operational processes through working with suppliers and event coordinators  
Improved time management skill through creating schedules for myself and fellow team members  
Applied leadership skills by conducting small group work  
Conducted team meetings in order to improve communication and fluidity within the company

05/2018 to 05/2021      **Student Manager**  
**Cal Men's Basketball Team** – Berkeley, CA  
Created and organized other managers' schedules in order to meet the required needs of the team  
Trained new managers the procedures of practice and other related tasks  
Managed and calculated advanced analytics through recording data from a personal code

## SKILLS

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- Staff Management
- Customer Relations
- Troubleshooting skills
- Communicative

LANGUAGES

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English



Native or Bilingual

Vietnamese



Elementary