

Contact

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Top Skills

Customer Service
Critical Thinking
Office Operations

Certifications

Public Notary Certification, 2019

Danika Pearson

Student at University of Utah-Coding Boot Camp
Salt Lake City Metropolitan Area

Summary

Greetings!

I'm Danika Pearson, a dynamic and analytical professional with 4+ years of experience in administrative and clerical office support services. I have a proven history of identifying and capturing operational improvement opportunities aligned with the core organizational mission and long-term objectives. I am consistently sought out for my elevated mentoring and training support expertise, driven by my quick retention and sharp instructional skills.

While others take pride in meeting all standards set before them, my passion is for delivering results that reach beyond organizational expectations, creating a win-win scenario for everyone involved.

Please feel free to contact me at danika.m.pearson@gmail.com with any thoughts, comments, or questions about my work—I'm always interested in making new professional acquaintances.

Warm regards,

-Danika Pearson

Experience

University of Utah-Coding Boot Camp
Student
September 2021 - Present (1 month)

Avenue Consultants
Project Administrative Assistant
May 2021 - August 2021 (4 months)

Deloitte

Office / Administrative Assistant

February 2017 - April 2021 (4 years 3 months)

Salt Lake City, Utah, United States

I oversee and process the tax returns for high-profile accounts while performing and managing a full range of administrative and clerical support services. Such services include but are not limited to: greeting and orienting guests; office supply ordering; addressing, screening, and directing phone calls; arranging travel, accommodations, schedules, and itineraries for the senior management/executives; organizing all meeting/conference reservations; managing the company purchase cards and reconciliation; and coordinating the weekly catering and logistics for 50+ employees and clients during the busy season. I also control and process the full new hire onboarding operations.

Albany Engineered Composites

Composite Layup Technician III

April 2015 - August 2016 (1 year 5 months)

Salt Lake City, Utah, United States

I conducted the hand layup of carbon composite parts for Boeing airplane frames while mentoring and training the junior staff and personnel. I practiced safety handling across materials such as solvents and epoxies in addition to advanced hand tools such as micrometers, torque wrenches, and more. I operated the laser tracking system for the tooling assemblies, compaction tables, and AGFM machinery. I also achieved a consistently elevated product quality by subscribing to and enforcing Six Sigma Lean manufacturing principles and practices.

◆ Independently set department record for most skeletal frames builds completed in single day.

BioFire Diagnostics, LLC

Manufacturing Technician

November 2013 - December 2014 (1 year 2 months)

Salt Lake City, Utah, United States

I directed the production and inspection of the Film Array pouches and assembly machines for the infectious diseases ward. I also operated the die press and cut machinery while performing valve testing and soldering procedures in accordance with all the FDA quality standards.

◆ Served as vital asset across the building and testing of viral pouches in combatting 2014 Ebola outbreak.

L3 Technologies

Quality Assurance Inspector

January 2011 - August 2013 (2 years 8 months)

Salt Lake City, Utah, United States

I conducted regular electro-mechanical assemblies' inspections including but not limited to antennas, cable/harnessing, Rover, Predator, Hawklink, and Comsec devices. I facilitated the parts and assemblies First Article inspections in order to secure alignment with the drawing specification. I managed all the junior staff training and general staff coaching. I mastered blueprint/drawing reading and rendering in addition to the full production process lifecycle and quality control systems. I cumulated expert knowledge across the epoxies, solvents, hardware, soldering, and hand tool use and safety.

◆ Effectively eradicated daily interruptions by creating new inspection process utilizing Customer Price Index via Six Sigma Lean methodologies.

TAX COMMISSION, UTAH STATE

Customer Service Representative – Department of Motor Vehicles

March 2007 - September 2010 (3 years 7 months)

Salt Lake City, Utah, United States

I addressed all customer questions, concerns, or grievances with timely solutions. Researched, updated, and maintained all customer records, databases, and status codes in compliance with all regulatory policies and procedures. Managed high-volume call levels (~300+ per day) and processed sensitive vehicle title and registration data with strict confidentiality. Performed office administration and clerical duties such as cash handling, correspondence, and filing.

Education

University of Utah

Web Development · (September 2021 - February 2022)

Salt Lake Community College

General Studies · (2006 - 2009)

Granite Peaks High School

General Studies