

Daniel Gil

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PROFESSIONAL SUMMARY

Administrative assistant with understanding of support and organizational practices. Committed to providing executives with the highest level of professionalism.

SKILLS

- 50 wpm
- Quality control. Redact and prepare documents that contain personal information.
- Event scheduling know-how
- Expert file organization and retrieval
- Multiple phone lines
- Convert physical files into digital pc documents in different formats.
- Professional phone etiquette
- Excellent communication skills
- Quick Books
- Invoicing and payments

EXPERIENCE

Concierge

Securitas Security Services USA, 2016 - Current

- Maintained records of visitors and vendors.
- Kept spread sheets of visitors and vendors
- Responded to vendors emails
- Created visitor badges
- Answered multiple phone calls and transferred callers to the correct department.
- Kept track of schedule for Information Technology department workers.

Plant Order Specialist

Evergreen Nursery, 2013 - 2015

- Accepted and processed customer payments in cash, credit cards and checks, checking for validity.
- Acknowledged customer issues and resolved their problems quickly and efficiently.
- Used smart phone to receive customer orders.

- Used Microsoft Excel to keep record of purchases.
- Used Microsoft Outlook to manage e-mail and respond to customers.

E-commerce Store

7betterproducts (Amazon Merchant) , 2013 - 2014

- Conducted market research to learn of current trends and to perform sales activities accordingly.
- Looked for wholesalers, ordered sample products, and used DHL to import product to the USA.
- Used Nationwide Barcode to purchase my own UPC codes for my products.
- Scheduled pick up times for DHL deliveries.
- Took pictures of products and created listings with descriptions on my online store.

Legal Clerk

RemX, 2013 - 2013

- Gathered affidavits and additional formal statements for use as evidence in court.
- Prepared and tracked subpoenas for records.
- Redacted, made copies, and filed litigation documents

Academic Coach

National City Public Library, 2008 - 2011

- Tutored students in Math and English.
- Supervised outdoor activities such as sports and obstacle courses.
- Hosted assemblies for students and parents.

Administrative Clerk

Southwestern College, 2008 - 2011

- Composed, sent, received, and distributed correspondence through letters and emails.
- Juggled answering phones while attending to clients in person.
- Used Datatel computer software to provide students with technical support over the phone.

EDUCATION

University of California San Diego, Computer Science, 2020

Southwestern College, Associates in General Studies, 2012