



# MALLORY DANIEL (SHE/HER)

DIGITAL REPORTER | FULL STACK DEVELOPER |  
ANIMAL LOVER

## ABOUT

I am a passionate, solution-oriented team-player with a mid-western work ethic. I thrive in building relationships and working together with my colleagues and clients to complete projects while exceeding expectations. And while I pride myself on my reliability, effectiveness, and efficiency within a team project, I also am completely comfortable and confident working independently.



**Phone**  
206-290-8014



**Email**  
mallory@dbwebdev.io



**Website**  
<https://www.dbwebdev.io>

## PROFESSIONAL SKILLS

- Attention to detail
- Solution focused
- Microsoft Office , G-Suite, Adobe
- Full stack programming
- Goal oriented - short & long term
- Adaptable
- Written & verbal communication  
(grammar, spelling, punctuation)

## PERSONAL SKILLS

- Creative problem solver
- Reliable and professional
- Determined
- Team player
- Fast learner
- Motivated
- Detail oriented
- Neurodivergent

## EDUCATION

**2021** FULL STACK PROGRAMMING  
4GEEKS ACADEMY

**2011 -** EVOLUTIONARY BIOLOGY &

**2015** ECOLOGY  
UNIVERSITY OF KANSAS

## REFERENCES

AVAILABLE UPON REQUEST

## WORK EXPERIENCE

OCT 2023  
PRESENT

### DIGITAL REPORTER / NOTARY PUBLIC VERITEXT LEGAL SOLUTIONS

- Capture the record of proceedings by using high quality audio equipment
- Take critical annotations while monitoring the audio quality during proceedings to ensure an accurate transcript
- Thoroughly collect/verify all information needed for the transcriptionist, including witness/attorney information, exhibit/exhibit details, transcript orders, read and sign information, etc.
- Work reliably with the scheduling, transcript, and tech teams to ensure a seamless experience for the client

SEPT 2022  
MAY 2023

### CAFE MANAGER / BARISTA / BOOKKEEPER ROSEBRIDGE COFFEE (FAIRLEY'S PHARMACY)

- Serve coffee drinks & ice cream shakes
- Balance register and handle deposits
- Vendor POs & paying invoices
- Monthly, quarterly sales & COGS reports
- Bank statement & vendor payment reconciling

OCT 2018  
SEPT 2022

### SPECIALTY HOSPITAL ACCOUNT MANAGER RAYNE NUTRITION

- Manage top recommending veterinary specialty hospital accounts by providing excellent customer service
- Collaborate with retention and marketing teams on corporate growth initiatives
- Discover and implement technology/programs to increase team efficiency and internal communication
- Led the current top account from \$37,528/Q3 2019 to \$130,408/Q3 2021
- Assisted Customer Care team in bringing average phone call answer rate from 67% to 85%