**Danielle Matus**

Manassas, VA 20112

703-615-9691

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**Professional Profile:**

Highly motivated individual with 10 years of diverse experience in teaching, management, human resources, data base management, sales, and marketing. Strong ability to work well within a group as well as independently with exceptional organizational and analytical skills. Works well under pressure while meeting aggressive deadlines and effectively negotiating solutions.

Seeking a professional career path that will offer upward mobility within a stable and challenging work environment.

**Key Skills:**

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| * MS Office | * Outlook |
| * Internet Explorer | * Safari |

**Qualifications:**

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| * Windows XP | * National Student Clearing House |
| * MS Windows 98-2016 | * Job Diva |
| * XP | * C Request |
| * Java | * IQ Navigator |
| * Monster | * Adobe |
| * Sendouts | * Communication |
| * Attention to Detail | * Database Management |
| * Employee Relations | * Marketing |
| * Performance Management | * Strategic planning |
| * Expense budgets | * Performance improvement |
| * Excellent organizational skills | * Time management |
| * Efficiently multitasks | * Works under pressure |

**Education:**

* **Associates of Science in Marketing** October 2019

Southern New Hampshire University

Presidents List Academic Award

4.0 GPA

**Experience:**

**Sales Representative February 2014- December 2014**

**Van Metre Homes, Ashburn, VA**

* Managing inventory of sales and marketing brochures and supplies
* Greeted and welcomed prospective homebuyers to the community
* Scheduled appointments and led tours with prospective buyers and realtors interested in viewing models and community
* Prioritized all pertinent information from visiting traffic
* Inputted and maintained database regarding prospective buyers
* Assisted Sales Manager with sales contract preparation
* Administered all paper work and collection of deposits for post-sale design changes.
* Advised design team on interior finishes (tiles colors, light fixtures, carpet, and counter tops) to be used for completion of unsold condo units that had reached the final construction phase.
* Held weekly construction status meeting with project super intendant and conveyed information to homeowners.
* Assessed overall status of condos and prepared reports regarding any damages and communicated any discrepancies to upper management and supper intendant.
* Met with new homeowners to turn over keys to their unit and provided welcome packages.
* Organized seminars at apartment complexes that include representatives from other Van Metre communities for the purpose of marketing our products to potential homebuyers’ buyers

**Assistant Recruiter March 2013 – November 2013**

**Slait Consulting, Gaithersburg, MD**

* Managed and maintained consultant database on a daily basis to ensure the entries were accurate and up to date. This included elimination of duplicate entries and insured the most current version was kept.
* Reviewed and reformatted resumes in accordance with corporate format standards.
* Developed new corporate resume format. This format enabled recruiters to quickly scan the database for potential candidates and identify the most qualified ones for submittal to clients in a timely manner.
* Preformed quality control review on potential candidate resumes to ensure all the candidates met client’s job requirements. Eliminated those not meeting client’s requirements and forwarded remaining resumes to recruiters for final review and selection.

**Intern May 2011 – December 2012**

**Princeton Information Systems, McLean, VA**

* Managed and processed client staffing submittals through National Student Clearing House for hourly rate, job location, and end and start dates.
* Managed and processed client staffing submittals for VeriSign through IQ Navigator. Duties included inputting hourly rates for candidates, as well as confirming with the client if the candidate accepted the rate.
* Tracked all new candidate hires and terminations for the recruiters on a weekly basis.
* Maintained new hire recruiter board; managed online database and distributed status report to management and recruiters on a weekly basis.
* Assembled public and private files for candidates that are on work visas.
* Significantly improved interviewing process for international and out-of-state candidates by recommending and installing Skype as our video teleconferencing tool.
* Reviewed all contract files; archived out of date contracts and re-filed current contracts with updated locator information.
* Managed expense account for Regional Vice President.
* Processed candidate start and end dates for major clients via Job Diva
* Assisted recruiters in locating qualified candidates through Monster.
* Reviewed and reformatted candidate resumes using Princeton guidelines for use by recruiters when filling client-staffing requests.
* Met with new consultants when they reported to the office for formal onboarding, and reviewed onboarding documentation for completeness and accuracy.

**Head Expo October 2009 – May 2010**

**Romano’s Macaroni Grill, Woodbridge, VA**

* Ensured all food was garnished properly and presentation met corporate guidelines, including proper serving temperature.
* Ensured food was cooked in accordance with customer’s request.
* Notified wait staff when their order was ready to be served

**Swim Instructor  June 2009 – August 2009**

**George Mason Freedom Center, Manassas, VA**

* Taught children and adults the basics of how to swim including land drills, proper breathing, and proper arm and leg movements.
* Taught pool safety to children

**Swim Instructor April 2007 - May 2009**

**Chinn Aquatic and Fitness Center, Woodbridge, VA**

* Taught special needs children and adults
* Taught children and adults the basics of how to swim including land drills, proper breathing, and proper arm and leg movements.
* Taught pool safety to children
* Taught infant swimming class, as well as showing the parents how to properly support their children in the pool.
* Assisted swim team coach with swimming drills and technique.
* Taught older children the fundamentals of diving.
* Met with parents to discuss child’s progress and suggest ways to reinforce the lessons.
* Certified in CPR, External Defibrillator, and Blood Prone Pathogens course