

Danelle Salaz

(831) 235-7412

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Professional Profile

I am fluent in MS Word, Excel, PowerPoint, Outlook, and Publisher. Some skills, abilities, and attributes I display are as follows:

- May work independently
- May work in groups
- Problem solving
- Fast learner
- Patient
- Punctual
- Time Management Skills
- Work well in a stressful environment
- Keep composure in stressful environment
- Friendly
- Reliable
- Trustworthy
- Honest
- Ability to multi-task
- Highly Adaptable
- Complete assignments
- Take initiative
- Lead others
- Detail oriented
- De-escalation techniques

Professional Experience

Bay Club Silicon Valley

July 2012-February 2014 (25-30 hrs/week)

Shift Lead/Starbucks Barista

Responsibilities:

- Provide excellent customer service
- Light clean up
- Delegate responsibilities
- Manage Work Crew for 6-8 hr. shift
- Opening Procedures
- Coffee/Food Preparation
- Weekly Inventory
- Maintaining Good Moral in workplace

Peacock Acres Inc.

January 2011-July 2012 (24-36hrs/week)

Child Care Counselor

Responsibilities:

- Answer Telephones
- Drive youth to appointments
- Cook balanced meals and daily home upkeep
- Assist with daily chores
- Administer medication
- Inspect home daily for state regulation compliance
- Child Care
- De-escalating violent outbursts
- Refers issues/problems to management
- Shop for food and hygiene needs for 2 group homes

Signature Financial Services, Inc., Salinas, Ca.

April 2004-December 2012 (40hrs/week)

Administrative Assistant

Responsibilities:

- Answer Multi-line Telephones
- Fill out and submit broker packages along with required documentation
- Order office products
- Create spreadsheets
- Open escrows
- Keep meticulous records of funded escrows
- Retain confidential employee profiles
- Retain employee compensation records for 20+ independent contractors
- Retain trust funds received and released spreadsheet on a day to day basis
- Prepare 1099s and other tax documents for employees and employer annually
- Post/Update listings on the Multiple Listing Service
- Submit Errors & Omissions Insurance on a monthly basis
- Create and send out flyers
- Greet clients/Meet with clients
- Make daily deposits
- Inspect and regulate closed files in accordance with the Department of Real Estate
- Alpha-numeric filing
- Maintain Copy, Scanner, Printers & Fax Machines

Education

San Jose City College

Major: Mobile Application Development (in progress)

Certificates

ServSafe Certified

References

Jeremy N. Rangel

Broker: Signature Financial Services, Inc.

(831) 754-0600

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Other references available upon request.