

Daniel Lee Tran

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WORK EXPERIENCE

Central Payment Corporation

2 years

Merchant Services/ Payment Processors

Technical Support / Installations Representative

- Provided merchants and sales agents with any technical support.
- Assisted with installations and downloads of credit card terminals.
- Maintained up-to-date client files in company's database.
- Pre-programmed credit card terminals for installation.

Galaxy Granola

4 years

Natural Food Developers

Production Manager Reviewed, confirmed, and coordinated all customer orders.

- Managed the receiving and distribution of all product.
- Responsible for maintaining all supply and product inventory.
- Supervised all kitchen staff throughout daily operations.

J Crew

3 Years

Retailer of Men's and Women's apparel

Sales Associate Responsible for all shipping and receiving of merchandise.

- Managed the stock room.
- Set up visual displays.
- Opened/ closed POS systems and made deposits.
- Provided customer service on sales floor.

VirtualFund.com

2 years

Business to Business Ecommerce

Warehouse Manager Filled all client mail orders.

- Received and delivered mail within the company.
- Managed inventory in warehouse.
- Responsible for all shipping and receiving.

EDUCATION

College of Marin

Certificate, Automotive Collision and Repair Technology

Two years general education courses

Tamalpais High School

High School Diploma-Graduated 2002

COMPUTER SKILLS

Adobe Photoshop
Corel Painter

Microsoft Word
Microsoft Outlook

Adobe Illustrator
PC & MA