

# 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