

**Danielle N. Modica**  
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**Summary:** An interesting position with a growing company that can appreciate my solid team player attitude as well as my experience.

**Accomplishments:**

**Employment:** **Blue Crew  
Administrative Assistant** San Francisco, Ca  
1/2017 to current

- Executed daily operations of orientating all temps.
- Studied management methods in order to improve workflow, simplify reporting procedures and implement cost reductions.
- Was instrumental in recruiting new hires.
- Successfully managed a 28-person team working for levi stadium temporary.
- Prepared reports including conclusions and recommendations for solution of administrative problems.
- Successfully handled conflicts
- Issued and interpreted operating policies.
- Structured and maintained a way of keeping track of all hours worked.
- Interviewed job applicants, conducted orientation of new employees and planned training programs.

**Legendary Event Staffing  
Recruiter/Admin. Assistant** San Jose, CA  
10/2016 to 1/2017

**West Valley Engineers  
Production line assembly** Pleasanton, CA  
9/2015 to 10/2016

**Kelly Services  
Machine operator/ production line worke** Oakland, CA.  
2/2015 to 8/2015

**Education:** **Serra Adult School  
GED** San Pablo, CA.  
2006

**References:** Available upon request