

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 San Francisco, Ca
Administrative Assistant 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 San Jose, CA
Recruiter/Admin. Assistant 10/2016 to 1/2017

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

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

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

References: Available upon request