

# Daniel Burdick

## **Ready to work**

Prineville, OR

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+1 503 409 6938

Authorized to work in the US for any employer

## Work Experience

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### **Executive Assistant**

Bennons hotel and casino

January 1981 to June 1999

I ran all operations of the hotel and casino

## Education

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### **Master's**

## Skills

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- Office Management
- Event Planning
- Marketing
- Data Entry
- Microsoft Office
- Organizational Skills
- Scheduling
- Word
- Personal Assistant Experience
- Microsoft Outlook
- Calendar Management
- QuickBooks
- Human Resources
- Accounts Payable
- Bookkeeping
- Accounts Receivable
- Events Management
- Social Media Management
- Restaurant experience

- Cooking
- Sales
- Supervising experience
- Outbound sales
- Customer service
- Time management
- English
- Recruiting
- Training & development
- Communication skills
- Microsoft Excel
- Computer skills
- Microsoft Word
- Hand tools
- Power tools

## Certifications and Licenses

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### **Gangland usa inforcer**

April 2000 to August 2011

Gang activities