

Christopher M. Daiss

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(720) 530-0212

PROFILE SUMMARY

Experienced Administrative Professional with a degree in business practices. Strong work ethic and ability to perform under pressure, focusing on achieving success within required timelines. Developed communication skills, working effectively across multi-cultural and multi-generational groups. Motivated to achieve increasing levels of responsibilities, with demonstrated ability to learn quickly and apply new skills.

EDUCATION

Bachelor's Degree in Communication Studies & Minor: Criminal Justice

May 2012

Concentration - Leadership & Marketing

University of Northern Colorado - Greeley, CO

WORK EXPERIENCE HIGHLIGHTS

Jones International University - Student Solutions Advisor - Centennial, CO

2014

- Utilized Federal databases to assist new and existing students with Student Aid programs
- Managed a large student population via Campus View, Sales Force, and Noble Phone Software
- Collaborated daily with supporting departments including the Registrar, Accounting, and Admissions
- Utilized communication skills to ascertain student needs and provide effective direction
- Achieved and often surpassed advisor goals to assist students academically and financially

Fastenal - Outside Sales Rep - Fort Lupton, CO

2012-2013

- Established and expanded client accounts pertaining to industrial inventory supply and services
- Proactively monitored client business needs via SAP and assessed technical requirements including applicable regulatory requirements (ISO, OSHA, CFR)
- Utilized presentations and marketing strategies to cultivate sales and relations with customers
- Excelled at investigating and troubleshooting client issues to quickly and accurately provide resolution
- Developed effective collaborative relations with clients and vendors
- Continually developed product knowledge to ensure the best service for current and future clients

Specialized Loan Servicing - Senior Lien Analyst - Highlands Ranch, CO

Summer 2011

- Internship in Senior Lien Support Department
- Performed research to identify accounts pending foreclosure and their equity balance
- Gained experience utilizing Oracle software and performing administrative duties

Jackson's All-American Bar & Grill - Cook - Greeley, CO

2010

- Performed food preparation during peak demand
- Organized kitchen and maintained inventory

Lowe's - Cashier/Receiving - Greeley, CO

2009-2010

- Negotiated contractor building materials transactions
- Assembled, organized and loaded materials

PROFESSIONAL AFFILIATIONS

Sigma Chi Fraternity Alumni

Secretary Chair

2009-2010

- Managed Fraternity records, distribution of information, and initiating formal meetings
- Developed Fraternity website via Adobe Creative Suite

Town Hall Representative

2009-2010

- Organization of campus Town Hall meetings in collaboration with the University board members

Scholarship Chair

2010-2011

- Provided scholarship information and assistance
- Responsible for awarding scholarships to honorable recipients
- Structure and host academic study sessions

PHILANTHROPY / COMMUNITY SERVICE

Children's Miracle Network, Boys and Girls Club

2007-Present

- Annual Sigma Chi Philanthropy: \$10 -\$20k goals achieved each year through fundraising