

DAINA E. DANIELS

Englewood, CO 80110 | C: (970) 208-2545 | dainedaniels@gmail.com

SUMMARY & OBJECTIVE:

A hard working student and professional with proven leadership and organizational skills. I am seeking to apply my abilities to help build and maintain the goals and integrity of your company. I have a passion to serve the environment and a passion to educate others about the importance of environmental sustainability.

EXPERIENCE:

Office Administrator

2019 to Present

Henderson Recycling & Construction- Sedalia, CO

- Charged with accounting, handling tickets, quality control of material brought into the yard and maintaining the flow of the office.
- Directing trucks through the yard and directing them where to unload their materials
- Charging accounts and handling large amounts of money
- Help create new accounts through building and maintaining relationships with clients.

Administrative Assistant

2017 to 2019

Highlands Medical Group- Colorado Springs, CO

- Schedule and coordinate appointments.
- Update and maintain patients' records, assist patients with initial paperwork.
- Answer patients' queries and ensure quality customer service.
- Collaborate with doctors and nurses to help with medical exams, schedule tests and order supplies.
- Ensure compliance with procedures.
- Keep up-to-date with changes in medical and insurance legislation.

Assistant Manager

2016 to 2017

McGregor Mountain Lodge- Estes Park, CO

- Maintaining the smooth operation of the lodge when the owners were away.
- Providing leadership to staff and working with the lodge owners to better provide the best customer satisfaction.
- Organizing the next days' duties for the housekeeping and maintenance staff.
- Answering phone calls and scheduling guests and meeting the needs of the guests upon their arrival and stay.
- Provide a welcoming environment for guests and ensuring exceptional service.
- Gain a clear understanding of the manager's duties and ensure that they are carried out to the company's standards.

Conservation Corps Crew Member Intern

2016

Rocky Mountain Conservancy Conservation Corps- Estes Park, CO

- Constructing and maintaining forest and park trails including; horse trails, hiking trails, biking trails, and OHV trails
- Leading a small group on trail hitch.
- Organizing daily plans and keeping a record of completed trail work. Creating reports of completed trail work and reporting to the forest service manager
- Clearing dead and diseased trees, pruning, building rock walls, water bars, check dams, grade dips, bridges and other various trail maintenance techniques using the natural environment.
- Lifting 50lbs. to 70lbs. and carrying packs weighing 30lbs.
- Hiking 4 to 12 miles per day in high mountainous terrain; 9100ft to 11500ft
- Tool use; cross-cut saw class B certification, rock bar, picks, axe, shovel, Lauper's, double jack, single jack and other trail tools.

Casual Dining Host

2015 to 2016

Sushi Hai- Denver, CO

- Greet guests and patrons personally and on the telephone
- Offer appropriate seating arrangements, present menus and take orders
- Ensure the quantity of menus is sufficient to cater to the number of guests
- Relay orders to the kitchen and ensure all orders are filled in a timely and accurate fashion
- Set up dining rooms and make reservation arrangements through open table
- Maintain clean and organized tables and work area
- Manage event related work including setting up tables and maintaining both exterior and interior of the restaurant.

Fine Dining Banquet Server**2013 to 2015****Maggiano's Little Italy – Denver, CO**

- Follow BEO and prepare banquet rooms for events
- Set out new table cloths, flatware, set room temperature, and lighting for each event
- Cleaning up after the event and setting up for the next event
- Buffet set ups and ability to carry food on trays
- Greet guests with drinks and appetizers
- Ensure food is replenished in a quick manner, anticipating guests' needs, and provide wine service.

Expeditor**2013 to 2014****Timberline Steaks and Grille – Denver, CO**

- Read tickets, ensure that orders are sent to guests in a timely manner
- Prepare recipes and plate presentations
- Prepare assigned food items
- Maintain cooking line in a clean, sanitary and safe manner. Complete daily/weekly cleaning and maintenance of equipment. Maintain personal health and sanitation standards

Certified Nurse Aide- Skilled Unit**2012 to 2013****Brookdale Senior Living- Denver, CO and Lakewood, CO**

- Provide high-quality patient care as a full-time CNA within acute-care, rehabilitation, home-healthcare and nursing-home settings.
- Preserving patient dignity and minimize discomfort while carrying out duties such as bedpan changes, diapering, emptying drainage bags and bathing.
- Maintain chart accuracy, effective team collaboration, patient relations and consistent delivery of empathetic care.
- Experience using Hoyer lifts, thermometers, blood pressure cuffs, stethoscopes, hospital beds, and wheelchairs of all types (electric and manual).

Certified Nursing Aide- Dementia/Alzheimer's Unit**2011 to 2012****Christian Living Communities- Greenwood Village, CO**

- Provide high-quality patient care as a full-time CNA within an Alzheimer's and Dementia retirement-home settings.
- Assisted residents with activities of daily living including helping with meals, transferring using assistive devices, bathing, dressing and grooming.
- Lifting up to 50lbs.

EDUCATION, VOLUNTEERING, TRAINING & AWARDS:

Bachelor of Science in Environmental Engineering Metropolitan State University- Denver, CO	Enrolled
Associate of Science Pikes Peak Community College- Colorado Springs, CO	2018-2019
Volunteer Rocky Mountain National Park- Estes Park, CO	2016
Volunteer Rocky Mountain Conservancy- Estes Park, CO	2016
Crosscut Saw Class B Certification Rocky Mountain Conservancy- Estes Park, CO	June 2016
First Aid and CPR Certified Rocky Mountain Conservancy- Estes Park, CO	June 2016
Phi Theta Kappa Honors Society Community College of Denver- Denver, CO	April 2016
Qualified Medication Administration Personnel State of Colorado- Englewood, CO	June 2011
Certified Nurse Aide Stillwater Institute- Denver, CO	Dec. 2010