



DANIEL ALDANA BERNAL

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Summary

Human Resources Assistant with passion for performing support duties and process work within HR department. Skilled at multitasking, handling appointments, organizing and preparing reports and logs. Follows procedures and applies HR knowledge to accomplish tasks and duties.

Highly efficient Office Assistant with two years of performance in fast-paced and challenging administrative environments. Resourceful team player focused on developing efficient processes using knowledge of HR administration, recruiting and employee records management. Adaptable and strategic with strong proficiency in Word, Excel, Outlook, E-Temp Works Enterprise.

Skills

- Self-Motivated
- Prioritization and Time Management
- Service Oriented
- Team Collaboration
- Verbal and Written Communication
- Flexible and Adaptable
- Multitasking and Prioritization
- Problem-Solving
- Microsoft Office
- Business Writing
- Customer Service
- Candidate Sourcing
- Job Offer Development
- New Hire Orientation
- Background Checks
- Recruiting and Sourcing
- Hiring Requirements

Experience

Mountain Temp Services, LLC | Denver, CO

Office Assistant
10/2020 - 10/2022

- Greeted visitors or callers to handle questions or direct position based on their profiles.
- Call and recruiting possible candidates to different job sites.
- Offered diverse clerical support to office team members, managed correspondence, answered telephone calls and tracked documentation.
- Greeted customers, employees in order to track their job at the different job locations.
- Solving problems and needs around the employees and customers.
- Organized files, developed spreadsheets, faxed reports and scanned documents to bolster organizational workflow.
- Manage Word, Excel, Outlook, and Tabs.
- Collected payments, issued receipts and updated accounts to reflect new balances.
- Improve the tax forms to the new hired employees.

Mountain Temp Services, LLC | Denver, CO

Driver
07/2020 - 10/2022

- Utilized GPS to optimize routes and continuously meet estimated dropping times.
- Monitored traffic conditions and applied defensive strategies to avoid accidents.
- Picked up clients from specific locations to transport and drop off at destinations.

- Inspected vehicles for cleanliness and checked gas and oil levels prior to departure.
- Documented daily mileage, gas and other data.
- Planned and executed efficient routes to optimize time and fuel costs.

Pombo Grill Restaurant | Malaga , Spain
Accounting Assistant
 10/2017 - 10/2018

- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.
- Communicated with vendors and clients to facilitate timely payments and reduce outstanding accounts receivable.
- Utilized automation system to process payments and invoices to streamline transactions.
- Applied mathematical skills to calculate totals, check figures, and correct problems with physical and digital files.
- Received payments from customers via cash, check and credit cards to pay company invoices.
- Prepared and reviewed monthly financial statements.

Education and Training

LinkedIn Learning | Denver, CO
 Business Management
 01/2022

LinkedIn Learning
 Accounting
 01/2022

Istituto Italiano Di Cultura | Colombia
 Italian Language
 11/2016

University of La Gran Colombia | Colombia
BBA in Education of Individuals in Middle School Special Education Programs
 11/2016

Languages

English:

Full Professional

Spanish:

Native/ Bilingual

Italian:

Full Professional