

# Daniel D. Cormos

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970-342-9699

U.S. Citizen; authorized to work in the US for any employer

## Professional Summary

A professional offering expertise in customer relations and transactions. I have a strong desire to work hard and be an asset to my employer. My goal is to find a job that I enjoy and can build up experience to succeed and grow within that company.

## Work Experience

### **Delivery Driver**

Pizza Hut - Fort Collins, CO

January 2015 to Present

Ensures timely and safe delivery of products ordered by customers. Demonstrates a high level of professionalism and customer service ensuring customer satisfaction. Addresses any customer issues or concerns with their order.

### **Shift Manager**

Pizza Hut - Fort Collins, CO

June 2018 to Present

Responsible for management of shift workers and timely delivery of food products. Skills required include professional communication, problem solving, personnel management, and proper accounting of all deposits and inventory.

### **Ophthalmic Assistant**

Eye Center of Northern Colorado – Fort Collins, CO

July 2020 – Dec 2020

Responsibilities include receiving patients and preparing them for consultations with the Ophthalmologist. Tasks performed include complete eye exams, post-surgery exams, follow-ups, and pressure checks. Other daily responsibilities include updating medical history as well as demonstrating professional courtesy and proper customer service to visiting patients to ensure that they remain long time clients of the practice.

### **Optometry Technician**

Dr. Kiefer & Associates - Loveland, CO

September 2019 to March 2020

Responsibilities included pre-screening patients for eye exams and managing appointments for patients. Ensured that correct insurance claims are properly filed for patients as well as sending referrals to other doctors. The position also required strict compliance with HIPAA.

## **Education**

### **Associate of Science - Physics**

Front Range Community College - Fort Collins, CO

May 2018 to May 2020

### **Associate in Science**

Front Range Community College - Fort Collins, CO

August 2015 to December 2017

## Skills

- Customer Service (5 years)
- Shift Management
- Bilingual
- Food Service