

DANIELLE C. PANOSH

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EDUCATION

University of Colorado at Boulder
B.A. Political Science

May 2010

EMPLOYMENT HISTORY

Newmont Mining Corporation

July 2011-Present

HR Administrative Assistant

- Utilize exceptional project-oriented skill set in order to support all levels of management in daily tasks
- Developed a keen attention to detail by monitoring monthly employee spending of corporate funds and accurately creating expense reports in regards to company budget and meeting specific deadlines
- Acknowledged for exceptional organizational skills when completing SAP requisitioning and receiving, and submitting invoices to Accounts Payable while negotiating with vendors
- Assist the Talent Acquisition department with preparing presentations & reports, scheduling conferences & meetings-both internally and with outside vendors, coordinating travel arrangements, administering check requests, and preparing visas and passports

Wells Fargo

Small Business & Personal Banker

December 2010-July 2011

- Learned how to exercise initiative effectively by working independently and responsible for using sound judgment in order to make important decisions
- Recognized for exceeding Wells Fargo sales quota 10% by selling new consumer & business accounts, home equities, CDs, lines of credit, auto loans, small business and personal loans, and other financial retail products making me eligible to receive paid tuition reimbursement while in school

Customer Sales & Service Representative

January 2010-December 2010

- Recognized for quickly identifying and resolving customer issues and improving customer satisfaction
- Identified opportunities to provide suggestions and guide financial success
- Demonstrated the ability to multi-task; juggling the responsibilities of a banker while also carrying out the customer service oriented role

Teller

August 2007-January 2010

- Promoted to Lead Teller in less than a year
- Carried out the Financial Institute Acumen including cash handling, audits, vault balancing, open & closing procedures, quarterly compliance training
- Assisted colleagues to successfully complete quarterly sales requirements and financial training courses resulting in district wide pay out.

Colorado Consumer Health Initiative

June 2009-August 2009

Intern

- Spoke with member bureau in order to efficiently design pamphlets that provided updates on Colorado healthcare legislation
- Compiled and analyzed statistical information and data from member surveys

24 Hour Fitness

December 2006-November 2007

Receptionist

- Responsible for answering a multi-line phone system while simultaneously greeting clients and customers
- Helped with daily administrative tasks ranging from sales, bill pay, and other clerical duties

COMPUTER SKILLS

- Proficient in Microsoft Office: Word, Excel, Outlook, PowerPoint
- Experienced with Ellipse, Concur, SAP, Taleo, Shared Point, Meeting Room Manager, and others
- Wells Fargo Applications: SVT, SVP, Hogan, AOW, & ACT Database