

# Daniel J. Trujillo

## Objective

To obtain a challenging position in a progressive organization that will offer growth and opportunity. Where I can utilize and expand my knowledgebase and leadership skills with a positive attitude with high caliber towards courtesy and respect.

## Experience

2013-Present      **Professional Financial Systems**      Broomfield, CO

### Payment Processor

Processing daily customer and Insurance payments via EOB's, ERA's, and checks and making sure they are accurately posted to the correct accounts.

- Data entry, applying of customer and insurance payments via checks or lockbox
- Batch recordings, payments, write offs, credit card processing, adjustments
- Bookkeeping, reconciliation and banking.

2008-2012      **Advance America**      Denver, CO

### Manager

Review operating results of center daily, weekly and monthly to identify areas of opportunity for increased profits and decreased expenses. Ensure procedures outlining opening, closing, banking, collections, audits, inventory keeping, marketing and Loss Prevention.

- Customer Service
- Budget Control – Manage P&L, payroll and other budgeted items; continuously identify ways to control costs.
- Auditing – Maintaining a controlled business by adhering to all laws by state and federal governments.
- Employee Relations - Recruiting, hiring, training, scheduling, disciplining, evaluating, developing, and terminating of center staff. Maintain employee files and process all new hire paperwork according to company timeline.
- Leadership - Provide guidance in all aspects of operations. Recognize and develop skills/abilities of associates in order to meet center and company objectives. Delegation of center responsibilities.
- Training – Provide on-site training instruction on all aspects of leadership. Ensure center staff fully comprehends how to perform their job duties and responsibilities.
- Opening, processing and closing of loans. Obtaining all required paperwork for approval or denial of loans. Knowledge of all laws adhering to loans, Collections, and Fraud i.e. (FDCPA, GLBA, TILA, BSA/AML, SAR, CTR etc.)
- Installment Loans, Money Transfers, Bill Payments, Visa Prepaid Cards, Check Cashing, Tax Preparations, Data Entry, Marketing, Collections, Cash Handling, Banking

2007-2008      **Eurest/Compass USA**      Northglenn, CO

### Prep Chef/Line Chef

- Prepare Daily Salad Bar, Cold Salads, Pasta Salads, Salads etc...
- Pizza, Italian, Deli etc.
- Breakfast and Lunch Line Chef

2003-2007                      **TransFirst, LLC**                      Louisville, CO

**Risk Investigator**

- Monitored Daily Merchant Batches, Computer Skills.  
(Responsible for Merchant Accounts as well as overseeing the daily operation of credit card processing. Accurately process of all assigned work daily to meet departmental goals and deadlines.)
- Fraud Prevention, Credit Analyst, National & International Calling  
(Provide on-time formal performance, while giving current feedback when necessary, both positive and corrective. Knowledge in BSA/AML Laws)
- Customer Service, Investigations, Credit Card Processing  
(Utilize skills in problem identification, analysis, research, and resolution.)

2002-2003                      **Quality Inn North Denver**                      Denver, CO

**Front Desk/Shuttle Driver**

- Front Desk Operations, Night Security.
- Customer Service, Cash Handling, Concierge
- Shuttle Bus Driver.

2000-2001                      **Southland Corp.**                      Westminster, CO

**Sales Representative/Supervisor**

- Customer Service, Cash Handling.
- Daily Bookkeeping, Bank Deposits, Inventory
- Supervisor of Staff & Store

1998-1999                      **Marriott Residence Inn**                      Westminster, CO

**Hospitality Manager/Chef**

- Prep and prepared evening dinners for hotel guests
- Managed & Maintained a clean and organized front and back of the house
- Executive Chef/General Manager

**Early Work History**

- 1998- **Honey Baked Ham (Prep Cook)**
- 1998- **Toy's R' Us (Sales Rep)**
- 1998- **Tri-Star Telemarketing (Sales Rep)**
- 1997- **Arby's (Sales Rep)**
- 1997- **Macy's (Sales Rep)**
- 1996- **A&W Restaurant (Sales Rep)**
- 1996- **JW Clothing (Sales Rep)**
- 1995-1996 - **Lockheed Martin IMS (Payment Processor)**

**Education**

1996-2000                      **Iver C. Ranum High**                      Denver, CO

- All Basic Courses.
- Graduated: *Diploma*.

1997-2001                      **Career Enrichment Park**                      Denver, CO

- Business Management
- Hospitality Management/Restaurant Arts

**Interests/Tips**

Computers, History, Cooking, Reading, Sports and Music. Served as Chairman of the Board of the Employment Recognition Committee. President and Vice President of F.C.C.L.A., D.E.C.A. and F.M.B.L.A.