

hi there, I'm

Danielle De Leo



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<https://danielledeleo.wixsite.com/staysocial>

so, here's why I'm here... you know.. my objective.

By utilizing my ample years' experience in customer service, strong attention to detail and organization skills, I will prove to be an asset to a future employer.

Being creative and quick thinking has made a natural, self-sufficient leader but I am excited to learn and grow within a team.

customer service and finance

First Choice Credit Management

Bookkeeper January 2014-present

Responsible for maintaining and tracking client payments, processing refunds, accounts payable work. Heavy use of Microsoft Suite and Google Docs.

Freelance Makeup Artist

May 2012-present

Create and assist client with desired looks for their special events.

Optimal Debt Solutions

Office Manager July 2008 - January 2014

Address and resolve all customer service concerns and complaints. Managed a team of four customer service agents. Assisted in overflow when departments were overwhelmed

Starbucks Coffee

Barista 2002-2009

Assisted customers with drink orders, responsible for tracking and distributing weekly tips for employees. In charge of store set up for seasonal "Siren's Eye" campaigns.

additional work: Barnes and Noble, Rosenthal and Levy, TGI Friday's, Discount Debt Solutions

social media management

Driftwood Boynton Beach



@eatdrinkatdriftwood



facebook.com/eatdrinkdriftwood

Island Produce Cafe



@islandproducecafe



facebook.com/islandproducecafe



@islandproduceCL

Bake It Till Ya Make It



@bakeittillyamakeit

Satch Flooring



@satchflooring



www.facebook.com/satchflooring

Assisting each start up company with their social media marketing and client engagement. Manage reviews, address complaints and create original content to spread awareness of their presence and develop new and returning customers.

*References available
upon request.*