

Daniel Domino

Linden, NJ | (555)666-7777 | danieldomino@gmail.com

Education

Associate in Arts- Communications

May 2021

Union County College

Honors: Dean's List, 2019

Relevant Coursework: Communications Technologies, Mass Communications, Dynamics of Communication, Issues in Media, Publication Editing and Design

Experience

Office Assistant, Insurance Company, Roselle, NJ

Sept. 2019-present

- Provide excellent customer service in person, over the phone, and via email to diverse clientele
- Handle front office operations, including organizing confidential files, running reports, and maintaining inventory
- Manage department calendar through Outlook; schedule meetings, events, and vacation days for 6 staff members

Design Intern, Polish Heritage Day, Linden, NJ

May 2019-Aug. 2019

- Designed a logo, signs (for print and digital), promotional items, and menus for annual festival
- Utilized designs to create awareness of the event through Facebook, local town websites, etc.
- Ensured brand integrity through all vendor communications and event promotions

Student Worker, Union County College, Elizabeth, NJ

Sept. 2017- April 2019

- Provided quality customer service to students, staff, and faculty with registration, resources, directions, and other college information
- Assisted students with completing the application, FAFSA forms, registering for classes, scholarship applications, email set up, password resets, and other student account functions

Athletics & Leadership

Activities and Events Chair, Student Government Associate, Union County College

Dec. 2019-Present

- Created and organized events for Union County College students for entertainment, team-building, awareness topics, community service, and school pride
- Promoted all events and initiatives to students through flyers, social media, school portal, word of mouth, tabling and staff support

Captain, Soccer Team, Union County College

Sept. 2019-Present

- Act as a leader, representing the team with integrity within and outside of the college
- Motivate, encourage, and mentor teammates to achieve higher levels of performance

Skills & Interests

Computer: Microsoft Word, PowerPoint, Outlook; Adobe Illustrator and Photoshop

Languages: Bilingual, English and Polish