

Daniel Paul Garcia

1509 Dakota Dr.
Garland TX, 75043

(469) 386-9759
Danypg3733@gmail.com

PROFESSIONAL STATEMENT

There are always ways to be more efficient, ambitious, and successful; the objective will always be to work towards over-achieving the goals one has set forth for his/herself.

CORE COMPETENCIES

Communication | Leadership | Bilingual | Multitasker

TECHNICAL SKILLS

Microsoft Office | Apple Keynote | Google Spreadsheets | HTML

EDUCATION

High School Diploma; International Baccalaureate (IB Program) Diploma
GPA: 4.38 / 5.00; Garland High School, Garland, TX

University of North Texas; Political Science – Graduating May 2024
GPA: 3.70 / 4.00

EMPLOYMENT HISTORY

ASSISTANT • REINVENTING HUMAN CAPITAL • JUN '17 – AUG '19

- Taught truants how to improve school attendance, avoid drug use and to avoid stealing.
- Greeted hundreds of families a day, treating all of them efficiently and with respect.
- Learned a computer system to handle money and schedule classes.
- Translated several of the lectures into Spanish for the convenience of Spanish speakers.

STUDENT WORKER • UNT DINING • AUG '20 – DEC '20

- Greeted and served hundreds of guests per day.
- Showed excellent customer service to guests who were displeased with our service.
- Washed and sanitized hundreds of pots per day.

ASSISTANT • VICE PROVOST FOR STUDENT SUCCESS • FEB '21 – MAY '21

- Made, returned, and transferred several calls per day on behalf of the office.
- Continuously provided updates to the vice provost, student success, and SPOT websites.
- Completed daily tasks efficiently such as delivering mail and running errands for superiors.

CUSTOMER SERVICE • IMPACT FLOORS LLC • JUN '21 – JAN '22

- Made, returned, and transferred hundreds of calls per day to apartment properties.
- Efficiently completed hundreds of order entries per day for flooring inquiries.

SUPPLEMENTAL INSTRUCTION LEADER • LEARNING CENTER • FEB '22 – PRESENT

- Responsible for planning and three sessions a week to help students with their accounting classes and improve their overall grade.
- Responsible for creating exam reviews throughout the semester to help students with their exam grades.
- Responsible for hosting administrative hours throughout the week where students may send several emails regarding their coursework.

CLASS SCHEDULE

Description	Days and Times	Room	Instructor
ACCT 2020 ACCOUNT PRIN II	Monday Wednesday Friday 11:00AM to 11:50AM	BLB 070	H. Wang
ECON 1110 PRIN OF MACRO	Tuesday 6:30PM to 9:20PM	LIFE A106	B. Dickson
PSCI 3101 LATINO POLITICS	Monday Wednesday Friday 10:00AM to 10:50AM	SAGE 355	V. Martinez-Ebers
PSCI 3320 STATE AND CRITICS	Tuesday Thursday 9:30AM to 10:50AM	Matt 109	A. Duff
PSCI 4230 DEFENDANTS' RIGHTS	Tuesday Thursday 11:00AM to 12:20PM	Wh 217	E. Meaders