



Dan Almeida

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PROFESSIONAL SUMMARY

Creative and detail-oriented professional with experience in product photography and eCommerce website management. Dedicated to supporting both team members and clients through clear communication and organized workflows. Skilled in coordinating appointments, managing correspondence, and maintaining digital storefronts, while producing high-quality visual content that enhances brand presentation. Brings a positive, collaborative approach and strong relationship-building abilities to every aspect of operations.

SKILLS

- Customer service
- Telephone skills
- Content management systems (CMS)
- Document preparation
- Photography
- Schedule management

WORK HISTORY

EXECUTIVE ADMINISTRATIVE ASSISTANT

2017 to CURRENT

Verbena Salon & Spa | Frederick, MD

- Designed and printed menus.
- Maintained an email newsletter with over 3,000 recipients.
- Performed troubleshooting on company electronics ranging from computers to audio equipment.
- Oversaw move from original location to newer location, including standing in for primary business owners.
- Managed and updated company online store using a CMS, ensuring accurate product listings, timely content updates, and a seamless user experience
- Drove online sales by producing and editing original, high-quality product photography, enhancing brand presentation and customer engagement

LANGUAGE DATA ANALYST (TRANSCRIPTION)

2021 to 2022

University of Maryland Language Fluency Laboratory | College Park, MD

- Phonetically transcribed recorded conversations between researchers, parents, and young children for the purpose of tracking speech issues.
- Verified accuracy of transcribed material prior to finalization.
- Trained new transcriptionists to improve skills in use of transcription equipment.
- Enhanced document security by enforcing strict confidentiality measures, protecting sensitive information.

ADMINISTRATIVE ASSISTANT

2013 to 2017

Verbena Salon & Spa | Frederick, MD

- Delivered excellent customer service through prompt responses to client inquiries, addressing concerns effectively, and building strong relationships.
- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Coordinated office supply inventory management, proactively ordering necessary items before depletion to avoid workflow disruptions.
- Handled cash transactions and maintained sales and payments records accurately.
- Managed last-minute schedule changes with minimal disruption to daily operations or customer service levels.

EDUCATION

Bachelor of Science | Web Development and Digital Design

EXPECTED IN 05/2026

University of Maryland Global Campus, Adelphi, MD

- Relevant Coursework: Website Development & Content Management Systems

Associate of Arts | Studio Art

07/2020

Frederick Community College, Frederick, MD

- Elected to President for World Language Club in 2020

LANGUAGES

Spanish

Professional Working

Portuguese

Native or Bilingual