

# Daniel Gil

Sunnyvale,

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## -PROFESSIONAL SUMMARY

Bilingual (English/Spanish) business professional with over 5 years of experience in customer engagement, operations, and team leadership. Currently pursuing a double major in Management Information Systems and Finance at San José State University. Recognized for strong problem-solving and organizational skills, with the ability to apply data-driven decision-making to improve efficiency, enhance customer satisfaction, and support business growth.

## EDUCATION

### B.S. Business Administration, Management Information Systems, Finance

December 2027

- San Jose State University, Lucas College of Business, 3.6 GPA
- Double Major in Finance and Management Information Systems

### A.S., Business Administration

May 2025

Foothill College, Mountain View, CA, 3.6 GPA

- Completed coursework in accounting, economics, business law, and information systems, building a strong foundation in financial analysis and organizational management.
- Developed skills in data interpretation, business communication, and team collaboration through case studies and group projects.

## SKILLS

- Customer and client relations, bilingual communication (English and Spanish), conflict resolution
- Business and financial analysis, budgeting, forecasting, cost analysis, market research
- Technology and systems, Microsoft Office Suite, Google Workspace, basic SQL, POS and scheduling systems
- Process and project management, workflow optimization, logistics coordination, cross-department collaboration
- Leadership and training, team supervision, onboarding, peer coaching, performance support

## -WORK EXPERIENCE

### Lead Server & Catering Coordinator, The Forum at Rancho San Antonio, Cupertino, CA

September 2021 - Present

- Coordinate daily dining operations in a luxury senior living community, ensuring seamless service for residents and guests.
- Supervise and mentor team members, resolving issues quickly and maintaining high service standards.
- Support event planning and execution, working cross-departmentally to ensure smooth logistics.
- Recognized for reliability, adaptability, and delivering hospitality in high-pressure environments.
- Communicate between residents, families, and management to address needs and create personalized experiences.

### Hospitality Coordinator, Chick-fil-A, Temecula, CA

August 2018 - April 2021

- Partnered with corporate leadership to support the opening of new store locations, assisting with operations planning, staff onboarding, and service training.
- Balanced customer satisfaction with operational efficiency in a fast-paced, high-volume environment, strengthening both customers and team outcomes.

### Director of Catering, West Coast Hibachi, Temecula, CA

December 2020 - March 2021

- Managed logistics for customized catering events, including scheduling, vendor coordination, and on-time delivery.
- Partnered with clients to design menus tailored to preferences, budgets, and dietary needs.
- Oversaw event set-up and service while managing multiple events simultaneously, ensuring accuracy, strong client relations, and a positive experience by applying organizational skills, hospitality standards, and problem-solving under tight deadlines.

## PROJECTS

### Jump Start Coffee Shop – Business Plan Development, Foothill college

May 2025

- Developed business plans and financial models, including 5-year forecasts, capital budgeting, cash flow analysis, and cost-structure assessments to evaluate profitability and market entry opportunities.
- Conducted market research, competitor analysis, and process mapping (ERD, flowcharts) to define positioning, improve logistics efficiency, and recommend technology integration.