

Daniel Elisea

Senior Administrative Assistant

909-680-0804 | Dannyelisea@gmail.com | Pomona, CA | Bilingual: English and Spanish

PROFESSIONAL OVERVIEW

Senior administrative professional with 9+ years of experience supporting executive leadership and coordinating complex administrative, operational, and cross-functional priorities in fast-paced environments. Currently provide direct support to two CEOs and the COO, including executive scheduling, meetings, domestic and international travel, reports, presentations, expense information, and special projects. Experienced partnering across Finance, HR, Marketing, Sales, and Operations while independently managing shifting priorities, deadlines, confidential information, and executive requests.

WORK EXPERIENCE

Sr. Administrative Assistant | Bearings 2000 (QJZ), Montclair, CA

2019 – PRESENT

- Provide direct administrative support to two CEOs and the COO, managing executive priorities, schedules, meetings, domestic and international travel, reports, presentations, and special requests.
- Coordinate cross-functional administrative support across Accounting/Finance, HR, Marketing, Sales, and Operations, adapting quickly as business priorities and executive needs change.
- Prepare management reports, Excel spreadsheets, presentations, expense information, invoices, accounts receivable summaries, and business documentation for leadership review.
- Coordinate executive travel logistics, including transportation, accommodations, itineraries, meeting arrangements, and schedule changes.
- Track projects, product status, estimated completion dates, costs, invoices, outstanding items, and follow-up actions to help keep projects and business priorities on schedule.
- Coordinate meetings and business activities with employees, customers, vendors, external partners, and leadership, ensuring information and required materials are communicated accurately and on time.
- Manage confidential business information and maintain organized digital records, reports, customer information, financial documentation, and executive materials.
- Support website, e-commerce, marketing, and digital initiatives, coordinating product information, website updates, creative content, and project requirements across internal and external teams.
- Support financial and operational decision-making by tracking revenue, expenses, marketing spend, product costs, pricing, margins, invoices, and other business performance information.

Selected Accomplishments

- Supported and later managed an e-commerce initiative that grew annual revenue from approximately \$100K to \$1M in its first year and later to approximately \$2M.
- Standardized procedures and trained employees on systems, processes, and performance expectations to improve consistency and operational efficiency.
- Trusted by executive leadership with high-priority projects requiring independent judgment, follow-through, problem-solving, and coordination across multiple business functions.

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Administrative Assistant | J. Adams Shoes (ZooShoo), Chino, CA

2015 – 2017

- Provided administrative support to management and staff in a high-volume, fast-paced office environment while balancing multiple priorities and deadlines.
- Prepared spreadsheets, reports, business records, correspondence, and other administrative documentation while maintaining accuracy and organized records.
- Coordinated communication and follow-up with employees, customers, vendors, and external partners to support daily business operations.
- Assisted with scheduling, meetings, data entry, document management, office organization, and outstanding administrative requests.
- Tracked outstanding requests, follow-up items, and administrative tasks through completion to help ensure deadlines and operational needs were addressed.
- Maintained organized business records, files, and documentation while ensuring information was accurate, current, and readily accessible to management and staff.

CORE SKILLS

Executive & Administrative Support

Executive Support	Calendar & Meeting Coordination	Domestic & International Travel
Coordination	Meeting & Event Logistics	Expense Reporting
Executive Prioritization	Confidential Information Handling	Cross-Functional Coordination
Project & Action Item Follow-Up		

Business & Operations

Reporting & Analysis	Expense & Budget Tracking	Billing & Invoice Support
Accounts Receivable Support	Client & Vendor Communication	Project Coordination
CRM & Database Management	QuickBooks	Recordkeeping
Issue Resolution		

Technology & Digital

Microsoft Excel (Advanced)	Zoom/Microsoft Teams	Microsoft Outlook
Microsoft Office	HTML, CSS, JavaScript Knowledge	Website Administration
Digital Marketing	Creative & Content Coordination	

EDUCATION

High School Diploma | Ganesha High School, Pomona, CA
Google Marketing & Data Analysis Coursework | Coursera