

Daniel Oliveria

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EDUCATION

Azusa Pacific University

Bachelor's: Business Administration and Management | GPA: 3.5

Azusa, CA

5/2025

WORK EXPERIENCE

LACERS | Administrative Intern I

Sep 2024 - Present

- Streamlined retiree enrollment by accurately categorizing member documents across diverse circumstances (age-ins, qualifying events), driving smooth workflow.
- Processed 200+ documents during Open and Special Enrollment periods, directly contributing to the successful enrollment of 500+ LA City Retirees.
- Ensured timely medical and dental enrollment for members by preparing correspondence and proactively following up on outstanding documents ahead of effective dates.

Din Tai Fung | Busser

Oct 2025 – March 2026

- Supported servers and greeters during peak hours by pre-bussing tables and fulfilling guest requests, reducing individual workload and wait times.
- Maintained quick table turnover while managing ad hoc tasks such as arranging highchairs and seating walk-in parties of up to 10 guests.

Din Tai Fung | Side Station Attendant

Aug 2024 – Oct 2025

- Consistently prepared high volumes of food and drink in compliance with Din Tai Fung's SOPs during peak periods, keeping up with 100+ dining-in and takeout parties without compromising quality.
- Tailored training style to each new hire's needs, ensuring BOH safety protocols were upheld while accelerating their transition into a fast-paced kitchen environment.

PROJECTS

Extern | Corporate Strategy Externship Mentored by THE Eric Ries

- Analyzed FedMart and Cadbury as reference points for identifying patterns in the structural vulnerabilities of large corporations.
- Compressed the root cause of Twitter's financial problems into a 90-second diagnosis, incorporating the Four Beat Structure: The Mission, The Corruption Event, The Lens That Failed, and the Structural Lesson.
- Utilizing the Four-Lens Framework (Mission Drive, Financial Gravity, Governance, Mission Transmission), real companies are first analyzed, then diagnosed to understand the root cause for corporate failure or success.
- Synthesized insights from 4 weeks of strategic research into an actionable improvement plan for Amazon's Mission Transmission.

SKILLS & INTERESTS

Tools: Microsoft Excel, Google Sheets, Google Docs, Google Slides, Monday.com, Microsoft PowerPoint, Tableau, Microsoft Visio, Microsoft Word, Salesforce, Google Data Studio, Slack, Salesforce, Hubspot

Skills: Administration, Initiative, Organization, Data Entry, Business Correspondence, Cross-Cultural Communication, Problem Solving, Business Analysis

Interests: Biomechanics, Neuroscience, Health and Wellness, Psychology, Athleisure