

Daniel Smallwood

Manassas, VA 20111

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Authorized to work in the US for any employer

Work Experience

Administrative Assistant

Road Runner Wrecker Service, Inc - Leesburg, VA

November 2021 to December 2023

Answering the phones, putting calls into the system so the drivers can respond,

Operation Administered Assistant

Portables - Lorton, VA

January 2023 to July 2023

My job consists of taking care of ordering any materials such as light bulbs, ceiling tiles, fixtures, emergency locksmiths, anything needed to keep the stores running smoothly. I also take care of scheduling vendors such as HVAC, electrical, plumbing. I also take care of my bosses credit card expense reports.

Tow Truck Operator

adams towing & recovery - Leesburg, VA

August 2015 to November 2021

Respond to disabled vehicles on the side of the road, performed lock out service, jumpstart service, winch out service, anything that goes with driving a tow truck

Delivery Driver

NAPA Auto Parts - Leesburg, VA

February 2013 to August 2015

My job was to get parts off the shelf and deliver them to the shops that ordered them, I also stocked the parts when there was down time i between deliveries.

Education

High school diploma

Loudoun County High School - Leesburg, VA

August 2008 to June 2012