

DANIEL LOPEZ

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5633 Colfax Ave, N Hollywood, CA 91601

BUSINESS OPERATIONS MANAGER

Strategic and results-oriented leader with a strong ability to manage teams, streamline operations, and consistently exceed performance goals. Recognized for applying critical thinking to solve complex problems, improve efficiency, and support long-term success. Skilled at identifying opportunities for growth, implementing effective solutions, and driving team alignment with organizational objectives. A hands-on manager who leads by example, fosters accountability, and maintains high standards in fast-paced environments.

STRENGTHS AND EXPERTISE

Microsoft Office Suite
CRM Software (FollowUp Boss)
Customer Service

Transaction Management
Team Leadership
Critical Thinking

Customer Service
Communication
Time Management

PROFESSIONAL EXPERIENCE

National Association of REALTORS®

Nov 2021 – Present

Licensed Agent

- Build strong client relationships through integrity and exceptional service
- Guide clients through the buying or selling process, including showings, negotiations, and deadlines
- Negotiate effectively to ensure successful closings
- Implement targeted marketing strategies to boost visibility and attract new business

Fajardo Group

Nov 2022 – May 2024

Executive Assistant

- Supported day-to-day operations and helped close over six transactions
- Prepared contracts and coordinated property showings
- Managed client scheduling and maintained consistent marketing efforts
- Promoted listings and brand visibility via social media
- Collaborated with agents and clients to ensure smooth closing processes

All Time Logistics

June 2021 – Nov 2022

Logistical Coordinator

- Optimized logistics operations through order management and route coordination
- Maintained strong communication with drivers and customers
- Resolved delivery challenges and improved service through collaboration

McIntyre Automotive

June 2017 – May 2021

Service Manager

- Managed daily operations and delegated tasks to improve workflow
- Led fleet and account acquisitions to increase revenue
- Reduced costs with a newly implemented inventory system
- Developed monthly marketing strategies to increase engagement

CERTIFICATES

- Licensed REALTOR®
- Transaction Coordinator

REFERENCES

AVAILABLE ON REQUEST