

304 Sinclair Ave  
Glendale, CA 91206  
(747) 257-9134  
denielkhachatryan@gmail.com

# Daniel Khachatryan

---

## SKILLS

Fluent in three languages—English, Russian, and Armenian—with strong conversational abilities. Strong experience in leadership, teamwork, and effective communication. Highly adaptable, able to quickly adjust to new environments and challenges. Able to perform effectively in fast-paced, high-pressure environments while maintaining accuracy, productivity, and a positive attitude. Seeking opportunities to further improve leadership skills in managing larger teams, as well as communication and collaboration.

## EXPERIENCE

### **Southern California Conference of SDA (Treasury)** – *Accounting Internship (Glendale, CA)*

2024–2025

- Assisted in balancing debit and credit entries on financial statements and ensuring accuracy.
- Shadowed the CFO and associate treasurer to learn more about financial operations.
- Managed and organized financial statements, verifying data and correcting discrepancies.
- Updated and maintained accounting records on the organization's financial platform, including date corrections and data entry tasks.

### **Eagles Nest (La Sierra University)** – *Team member (Riverside, CA)*

2024–2025

- **Food Preparation:** Assisted in the preparation of different meals, ensuring adherence to food safety and quality standards.
- **Cashier Duties:** Operated cash register, processed transactions accurately, and provided excellent customer service.
- **Restocking Supplies:** Monitored inventory levels and restocked food and supplies, maintaining a well-organized and efficient cafeteria environment.

- **Team Communication:** Fostered a collaborative work environment by effectively communicating with team members to improve workflow and service delivery.
- **Shift Lead Responsibilities:** Supervising student workers, assigning tasks, ensuring adherence to break schedules, and promoting productivity.
- **Chef:** Making food like burgers, sandwiches, grilled cheese, etc... for customers.

**Dining Commons (La Sierra University cafeteria)** – *Team member*  
(Riverside, CA)

2024–2025

- **Food Preparation:** Assisted in the preparation of different meals, ensuring adherence to food safety and quality standards.
- **Cashier Duties:** Operated cash register, processed transactions accurately, and provided excellent customer service.
- **Restocking Supplies:** Monitored inventory levels and restocked food and supplies, maintaining a well-organized and efficient cafeteria environment.
- **Team Communication:** Fostered a collaborative work environment by effectively communicating with team members to improve workflow and service delivery.
- **Shift Lead Responsibilities:** Supervising student workers, assigning tasks, ensuring adherence to break schedules, and promoting teamwork and productivity.

**Front Desk (La Sierra University Mens Dorm)** – *Team member* (Riverside, CA)

2024

- **Customer Communication:** Answering phone calls promptly and professionally and providing information and assistance to students and staff.
- **Snack and Beverage Sales:** Efficiently sold snacks and drinks, processing transactions accurately, and ensuring a positive customer experience.
- **Mail Distribution Oversight:** Managed the timely distribution of student mail, ensuring all students received their correspondence accurately.
- **Attendance Monitoring:** Logged arrival and departure times for students, effectively managing attendance for those coming late or leaving early.
- **Student Support Initiatives:** Actively engaged in various tasks to assist students, ensuring their needs were met and enhancing their overall experience.

**Jack In the Box** – *Team member (Glendale, CA)*

2023

- **Customer Service:** Took customer orders both at the counter and drive-thru, ensuring accuracy and a positive guest experience.
- **Team Collaboration:** Worked collaboratively with team members to maintain efficiency and quality during high-volume periods.
- **Cash Handling:** Operated the cash register, processed payments, and maintained accurate cash drawer balances.
- **Food Preparation:** Assisted in the preparation of menu items, following food safety and quality guidelines.
- **Order Fulfillment:** Managed order assembly and delivery, calling out completed orders and ensuring prompt service.

**Glendale Adventist Academy** – *Maintenance and Grounds Worker (Glendale, CA)*

2021–2022

- **Facility Maintenance:** Assisted in repairing and maintaining school facilities, including door locks, electrical systems, air conditioning units, and other infrastructure needs.
- **Classroom Support:** Provided on-call assistance to teachers, addressing maintenance requests and supporting classroom functionality.
- **Event Preparation:** Contributed to the setup and breakdown of school events and festivals, ensuring organized and efficient execution.
- **Semester Readiness:** Helped prepare classrooms and campus facilities for the upcoming semester, maintaining a clean, safe, and functional learning environment.
- **Team Collaboration:** Worked closely with maintenance staff and faculty to ensure timely responses to facility needs and promote a well-maintained campus.

**Coldwell Banker Hallmark Realty** – *Real Estate Agent Assistant (Glendale/Burbank, CA)*

2019–2020

- **Client Outreach:** Distributed promotional flyers and engaged with potential clients to raise awareness about available properties and services.
- **Office Support:** Performed administrative tasks in the office, including answering phone calls, scheduling appointments, and maintaining organized records.

- **Communication:** Served as a point of contact for client inquiries, providing information and directing calls to appropriate agents.
- **Team Assistance:** Supported real estate agents with daily tasks, contributing to a productive and efficient office environment.

## EDUCATION

**Glendale Adventist Academy, 700 Kimlin Dr, Glendale, CA, 1206 –**

*Degree*

2017–2022

**La Sierra University, 4500 Riverwalk PKWY, Riverside, CA 92505 –**

*Accounting: Bachelor of Science*

2022–2026

## AWARDS

- I was honored with an Award of Excellence upon graduating from high school in recognition of my outstanding contributions and achievements during my senior year.



- During my second year at La Sierra University, I received an academic award for being the student who demonstrated the most significant progress during the school year.

