

# Daniel Key

Las Vegas, NV 89123

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(636)255-4016

Authorized to work in the US for any employer

## Work Experience

### **Food and Beverage Support**

International Golf Maintenance-Las Vegas, NV

September 2022 to Present

(702)740-4653

1. Set up rooms and other areas for several events
2. Provide customer service to clients
3. Serve food and beverages to members/clients during events and fine dining hours. Help with the golf bar/grill
5. Keep banquet equipment organized and clean

### **Med-D Manual Claims Analyst**

Express Scripts-St. Louis, MO

July 2013 to May 2021

63134

(314)475-6000

- Learning all departments of Direct Claims
- Review and process member claims for reimbursement
- Help train new hires & Elite 8 on Med-D process
- Assist other employees with any work needed to be done
- Assist with system software updates and releases

### **Banquet Captain**

Hilton Frontenac-St. Louis, MO

June 2011 to June 2013

63131

(314)993-1100

- Prepare rooms for several different parties

**File Clerk (Temp)**

Citi Mortgage Records Center-O'Fallon, MO

April 2013 to May 2013

63366

(314)602-1601

- Worked on putting files back
- Reviewed Mortgage papers to make sure the correct documents are there

**Customer Service Associate**

Cabela's-Hazelwood, MO

March 2007 to February 2011

63042

(314) 225-0100

- Effectively communicate with customers and solve problems promptly.
- Work with other employees to help keep the store organized.
- Promote the Cabela's club card.
- Create and set up display.

**Internship**

Sports Monster-St. Louis, MO

May 2008 to August 2008

(614)443-0190

- Created Marketing project
- Ran several sports leagues and posted scores and articles
- Worked with co-workers on finding different ways to advertise the company

**Education****Bachelor's Degree in Business Administration in Marketing** University of

Missouri - St. Louis, MO

August 2009

**Skills**

- Banquet Experience
- POS
- Social Media marketing experience

**Certifications and Licenses****Food Handler Certification**