Daniel Woo

Email: dwoo475@gmail.com | **Phone:** 213-608-6138 | **LinkedIn:** /in/wanieldoo

EXPERIENCE

GOLDMAN SACHS, through Advantage xPO, Los Angeles, CA   December 2024 - Present
Executive Assistant   July 2025 - Present
- Provided the Los Angeles Region Head with administrative support exceeding the scope of PWM teams and clients, from collaborating cross-office and division to acting as a liaison between the office, executives, and the Region Head.

Private Wealth Management Administrative Assistant   December 2024 - June 2025
- Supported PWM teams and a Managing Director by managing dynamic schedules, organizing ad-hoc travel arrangements, and producing comprehensive expense reports, ensuring seamless client engagement operations for Private Wealth Advisors.
- Coordinated cross-functionally with VPs, Associates, and Analysts to handle internal and external client events and maintain accuracy in reporting client transactions, contributing to providing a high-touch client experience.
- Utilized SaaS tools such as Salesforce to track event campaign logistics and maintain high-profile client data, ensuring accurate client documentation.
- Organized and facilitated daily client meetings using Microsoft Office, preparing agendas and collaborating with office management to optimize advisor workflow and expedite client onboarding process.
- Train and mentor junior administrative assistants through structured onboarding, 1:1 coaching, and technical workshops, increasing department efficiency and achieving seamless team integration.

ASIAN CONNECTIONS HUB, Remote   May 2023 - December 2024
Finance Lead
- Produced comprehensive budgets for all departments through organizing financial activities into key components (revenue, expenses, P&L) and providing updated expenses, resulting in an increase in budget efficiency by 15%.
- Oversaw financing of projects across all departments by identifying and mitigating financial risks, mapping internal controls to each risk, and assigning ownership to each control for maintenance, achieving compliance with financial policies.

GESTALT, Hybrid   November 2022 - December 2024
Amazon Merchant
- Initiated the creation of an online storefront on Amazon's marketplace and curated a selection of 100+ products through retail and online arbitrage, increasing customer choice and contributing to a 10% growth in repeat purchases.
- Managed inventory by streamlining supply chain processes, leveraging data visualization tools such as Excel, and utilizing technical SaaS solutions like Sellerboard and Keepa, resulting in a 20% decrease in lead time and an increase in liquidity.

BLOCKCHAIN, Remote   January 2020 - May 2024
Digital Asset Investor
- Developed a portfolio across decentralized apps such as OpenSea and VeVe through decisive data analysis, use of AI-powered systems, and management of digital assets, generating over $70,000 in revenue.
- Collaborated closely with skilled partners to teach users in decentralized communities on profitable portfolio building, contributing to community engagement and education.

SKILLS

Hard Skills: SaaS Applications, CRM, Data Analysis, Financial Accounting, Supply Chain Management, Administrative Support
Technical: Java, SQL, Stata, R-Studio, Google Workspace, Microsoft Office Suite, Salesforce, Asana, Concur

LICENSES/CERTIFICATES

FINRA - Securities Industry Essentials (SIE)
DeepLearning.AI AI For Everyone - Completed certificate, gaining foundational knowledge of AI technologies, business applications, ethical considerations, and industry-wide impact to help build sustainable AI strategies.
Google Project Management - Completed 7-course certificate focusing on Agile methodologies, utilizing AI in project management, and data-driven decision making

RELEVANT COURSEWORK

Project Management, Operations Management, Econometrics, Customer Analytics, Business/Enterprise Finance

EDUCATION

University of California, San Diego   September 2021 - June 2024
B.S. in Business Economics