DANIEL JASON HARMON

LOSS CONTROL FIELD INSPECTOR

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Objective

Seasoned administrative and customer-facing professional with 15+ years of combined experience in sales, customer service, vendor management, and loss-control field inspections. Seeking a role where I can apply strong inspection and reporting skills, relationship-based selling, and proven organizational ability to improve client satisfaction, reduce risk exposure, and support business objectives. Certified in Office Administration and Microsoft Office Suite; dependable, detail-oriented, and skilled at managing multiple priorities under tight deadlines.

Skills & abilities

Loss-control & field inspections (on-site risk assessments, photo documentation, hazard identification and practical recommendations); clear report writing and follow-up tracking; consultative sales and client relationship building; vendor coordination and contract management; strong time management, organization, and ability to meet strict deadlines; Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and basic data entry/report template use; excellent verbal and written communication, active listening, and problem-solving with attention to detail.

Experience

MULTIPLE VENDORS, DALLAS – TX

Property Inspector/Loss Control Specialist | April 2018 – Present

- Conduct inspections and surveys across counties from Central to Northern Texas and parts of Southern Oklahoma.
- Perform commercial line inspections, building valuations, and investigations for insurance companies and financial institutions.
- Assess policy-specific hazards and identify building class and premises risks; recommend corrective actions and risk-reduction measures.
- Prepare comprehensive written inspection reports with detailed narratives on operations, building structures, identified hazards, and prioritized recommendations.
- Log all contact attempts and policyholder-provided information daily in the company system to maintain accurate records and follow-up.
- Conduct facility surveys to verify compliance with safety, environmental, maintenance, and fleet management programs.
- Communicate findings to stakeholders and coordinate recommended improvements with policyholders and vendors.

COMMUNITY COFFEE, DALLAS – TX

Route Service Representative | April 2016 – April 2018

- Promoted premium brand positioning and ensured timely delivery of high-quality products and service.
- Collaborated with convenience stores to introduce larger cup sizes, increasing coffee volume and sales.
- Developed and implemented sweet tea marketing strategies adopted company-wide as a model.

- Drove significant sales growth: 1st place Dallas division and 8th company-wide in 2018–2019 sales kickoff contest.
- Ranked top 3 in division for sweet tea and lemonade sales (2016); expanded non-coffee product sales by 30% (2016).
- Increased convenience-store coffee sales by 50% (2017).
- Managed cash collections and daily bank deposits, maintaining accurate financial records.

CINTAS, DALLAS – TX

Sales Service/Uniform Representative | June 2008 – March 2016

- Managed ~200 customer accounts with weekly sales > $10,000, consistently meeting company performance metrics.
- Drove route growth and revenue by upselling products and services and presenting tailored solutions to clients.
- Built and maintained strong customer relationships; ensured timely product delivery and high service standards.
- Resolved customer issues proactively, delivering customized solutions to maximize satisfaction and retention.
- Maintained delinquency rate under 5%, earning monthly bonuses for collections performance.
- Performed uniform deliveries, inventory management, and quality control for new and existing clients.

ANDREWS DISTRIBTUING, DALLAS – TX

Red Bull Account Manager | 2004 – 2008

- Achieved 60% year-over-year product volume growth through targeted sales and distribution strategies.
- Ranked 2nd of 17 for placement of cold equipment and permanent merchandising displays, improving brand visibility and in-store placement.
- Maintained compliance with bank guidelines and up-to-date policies and procedures.
- Cross-trained to cover coworkers' duties as needed, ensuring seamless operations during absences.
- Proficient in ten-key entry, FoxPro software, and Microsoft Office.

REKERDRES INSURANCE AGENCY, DALLAS – TX

Associate Sales Producer | 2002 – 2004

- Processed new accounts and managed client onboarding to ensure smooth, timely transitions.
- Supported sales team with administrative tasks, documentation, and policy setup.
- Assisted in developing marketing strategies to grow the client base and support business development.
- Maintained accurate client records and coordinated communication between clients and agents.

ALLSTATE INSURANCE AGENCY, DALLAS – TX

Associate Sales Producer | 2000 – 2002

- Sold property and casualty policies to new and existing clients, managing the full sales cycle from consultation to renewal.
- Prepared and completed accurate insurance sales paperwork and policy documentation in a timely manner.

- Performed consistent client follow-up to ensure satisfaction, address questions, and drive retention.
- Delivered high-quality customer service in a fast-paced team environment, earning recognition for performance excellence.
- Adapted product recommendations to client needs, improving coverage fit and upsell opportunities.

Education

NAVARRO COLLEGE

Waxahachie, TX

Communication

Strong communicator skilled in active listening, clear professional verbal and written communication, and building client and stakeholder relationships to convey findings, resolve issues, and drive results.

Leadership

Proven leader who takes initiative, mentors teammates, cross-trains staff to ensure continuity, and drives performance through clear direction, accountability, and results-focused collaboration.

References

D'Anna Parker

Regional Field Manager of Field Operations | Preferred Reports | 405-243-0207