

Manuel Padilla

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Professional Summary

Detailed-oriented graphic designer with seven years of practice and experience in recruiting. Met crucial deadlines and filled urgent positions. Recognized with an outstanding employee award and outstanding student of the year in digital communications.

Skills, Qualifications, and Accomplishments:

- IT fundamental, including a working knowledge of Linux OS, Python, and Shell
- Customer service, professional composure in stressful, high-pressure situations
- Applying core AWS services in compute, storage and networking
- Effective problem solving through analysis
- Efficient, organized, empathetic team player, Spanish fluency
- [AWS Certified Cloud Practitioner](#)
- [Google IT Support Professional Certificate](#) - Coursera online

Experience:

The Office of the Harris County Clerk October/2020 – October/2020
Early Voting Alternate Judge Houston, TX

- Guided voters through visuals on how to use voting machines.
- Acted as a Spanish translator and assisted with third-party translation services.
- Solved technical issues on machines related to voiding and resetting.

Pacesetter Personnel Services August/2017 – June/2018
Staffing Recruiter Houston, TX

- Matched job seekers with employers to quickly fill open positions with highly qualified candidates.
- Generated specific candidate pool for career opportunities through strategic placement of advertisements, evaluation of applicant credentials, and conducting initial interviews and pre-screening assessments.

Transwestern Commercial Services March/2013 – November/2016
Director of Retail Information Houston, TX

- Delivered graphic design projects to support commercial real estate brokers and agents.
- Managed customer presentation packages and provided internal technical support.

International Center for Entrepreneurial Development August/2010 – March/2013
Graphic Design Specialist Cypress, TX

- Generated marketing materials and provided support for Northwest Forest Conference Center and large franchise holding companies as the sole designer.
- Successfully created and implemented project management strategies to achieve business objectives.

Education:

AWS re/Start – Houston, TX November/2021
Training program on IT fundamentals, AWS Cloud, and professional skills

University of Houston – Houston, TX May/2007
Bachelor of Arts: Communications, Media Production