**Aaron España Rubio**

Takoma Park, MD | aaronespana812@gmail.com | 443-679-0496 | https://github.com/Aaromn

**Education**

Montgomery College | Associates of Arts in Computer Science Spring 2022 – Fall 2023

University of Maryland, College Park | B.S. in Computer Science Spring 2024 – Fall 2025

**Employment**

*Full time Administrative Personnel*, Capital Diagnostics October 2020 – November 2021

Managed the intake, organization, and storage of sensitive COVID-19 test tube samples and their respective documentation, ranging from 300-1200 samples received per hour, sent from hospitals, schools, and workplaces. Updated and created protected patient health information profiles linked to their respective COVID-19 sample test tubes in the company's online database, maintaining a creation rate of approximately 50-100 profiles per hour. Transported carts containing 800-1600 COVID-19 samples alongside their corresponding protected patient health documents from the company's office to the laboratory. Collaborated with lab staff to handle nightly sample influx and executed efficient office closing procedures.

*Part-time Admin*, Wealth Building CPA September 2022 – September 2023

Processed payments in-person, online, and over the phone. Conducted client calls to gather tax information for preparers, schedule appointments with the company's CPA and tax preparers, and to assist with client technical issues and inquiries. Efficiently followed company protocol while organizing and managing clients' tax documents through digital and physical means. Solely managed mail forwarding for 150 LLCs, ensuring precise and timely distribution. Automated tax extension creation for multiple states using Drake Tax Software macros, streamlining workflows, and enabling non-specialized employees to efficiently generate extensions. Collaborated with the company's IT specialist to address on-site tasks, tackling diverse technology issues, including phone LAN problems, installing hardware components, resolving network issues, and supporting the company's domain transition.

*Lead Teacher*, Panda Programmer September 2023 – Now

Achieved promotion to Lead Teacher within one month of employment. Led after-school classes for 10-30 students, overseeing one or two teachers at a time. Established effective communication with faculty and parents for orderly dismissals. Instructed elementary and middle school students in specialized after-school sessions, imparting programming skills in Scratch, JavaScript, and Python. Consistently showcased commitment by arriving early at company headquarters to gather essential class materials, including laptops and student folders, before proceeding to the designated school location.