

Aaron Wioldraayer
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Objectives

- I am seeking employment with a company where I can grow professionally and personally.
- I am seeking a company where I can use my experience and education to help the company meet and surpass its goals.

Education

Savannah Technical College – Savannah, GA June 2020 – December 2020

- Computerized Accounting Specialist Certificate
- GPA – 3.85

Covenant College – Lookout Mtn., GA May 2011 – December 2016

- B.A. Business Administration
- Major – Business
 - Concentration - Marketing
- Minor – Political Studies
- Cumulative GPA – 3.1

ACT Score: 28

Work Experience

Freelance Bookkeeping January 2021 – Present
Account Manager

- Maintained records of invoices and sales receipts
- Managed and recorded debit and credit card charges
- Provided cheques and payments as necessary
- Prepared and processed payroll reports
- Performed any other various bookkeeping functions as needed

Amazon October 2020 – Present
Learning Trainer

- Administrative responsibilities – recorded training into transcripts, scheduled new hire training, dealt with Tickets, audited classes
- Continuously improved training materials and programs and skill development
- Coached Ambassadors and others in problem areas; assisted PA's and MA's when needed
- Scheduled onboarding and training of 100+ associates, continually served as mentor to increase productivity and staff development

Panera Bread/Covelli Enterprises

August 2018 – September 2020

District Training Specialist

- Worked alongside District Manager to manage and maintain seven locations throughout the district
- Travelled to multiple locations in district/region
- Trained new hires; corrected and supervised current hires to maintain quality control
- Produced consistently excellent results while working independently with little to no supervision and also in teams

Niedlov's Breadworks

January 2017 – May 2018

Production Manager

- Managed a team of four to ten people daily to complete all tasks in the most efficient and effective way possible
- Created weekly schedule for all employees (~15) in the production and wholesale departments
- Assisted owner with marketing, process development, labor reduction, and various advisement
- Performed all managerial duties including interviewing, hiring, firing, performance reviews, training, planning, monitoring, etc.

LAUNCH Chattanooga

January 2016 – May 2016

Business Entrepreneurship Intern

- Provided guidance to local teams of high school students during a semester-long High School Entrepreneurship Program
- Helped introduce and immerse students to business fundamentals, i.e. market opportunities, innovation, and business plan development

Volunteer Service**Chambliss Center for Children**

2009 – 2010

Assistant Care Provider

- Helped assist the lead teachers in the infant/toddler classrooms

Additional Skills

- QuickBooks, bookkeeping software
- Earned a Microsoft Office Specialist (MOS) certification

