

# AARON SPENCER-CLAXTON

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Hello an im excited to try and change the world around me and for those around me. Being able to be around technology and as well ad know that my job makes a difference in people's lives regardless of if its directly or indirectly is my joy

#readytowork

Willing to relocate to: Everett, WA - Bellevue, WA - Seattle, WA

Authorized to work in the US for any employer

## WORK EXPERIENCE

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### Computer Technician

**Suddath** - Redmond, WA  
February 2020 to August 2020

Was tasked with disassembling computer stations in offices buildings.

Inventory was entered based on the amount of equipment was present  
Reassembling station once product was moved effectively in new location and test to make sure all equipment was operational

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### Assistant Service Manager

**Pep Boy Auto** - Seattle, WA  
March 2018 to November 2019

To work with customers in need of vehicle repair and maintenance, by providing excellent customer service, advice and repair/ maintenance estimates.

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Learning that include modules that cover basic automotive systems, customer service best practices and learning.

Monitor, receive, order, and manage supply orders coming into the service center and take care of all the invoices that follow them.

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### Service Agent

**Enterprise** - Seattle, WA  
July 2017 to March 2018

- Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment).
  - The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.
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## **Test Associate**

**Lionbridge Technologies** - Bellevue, WA

July 2016 to July 2017

- Basic academic or practical knowledge of QA methodologies and tools software testing standards strategies, and software development cycle in a complex and fast pace environment.
  - Document and track scope of work, project requirements, timelines, and budget via SharePoint, Excel, or Microsoft word
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## **Game Technician**

**Dave and Busters** - Pelham, NY

April 2015 to July 2016

- Ensures the setup, maintenance and repair of all amusement equipment as directed by management.
  - Assists in maintaining the game repair and preventative maintenance tracking, and assists in the recognition and acquisition of needed games parts.
  - Completes any needed component level board repairs to the limits of repair or test equipment available.
  - Rebuilds all major game sub-assemblies and organizes the tracking of same.
  - Organizes, maintains, and inventories all test equipment and major tools.
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## **Security Officer**

**Ready Security LLC** - Bronx, NY

May 2014 to January 2015

- Observe and report suspicious activities and persons Operate multiple security cameras
  - Perform Foot/Vehicle Patrol in various areas including but not limited to construction sites and office building
  - Conduct base operations that include giving instructions and advice over radios.
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- Log events, incidents, and accidents reports in official logbooks to be used or reviewed at later dates
  - Conduct inspection for any hazards that might affect safety in multiple areas
  - Maintain schedules for emergency evacuation drills, fire alarm sequence testing, and other fire and life safety activities
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## **Game Adviser**

**Gamestop** - New York, NY

October 2010 to January 2014

- Make appropriate product recommendations to customers based upon their needs and expressed desires.
  - Accomplish administrative and operational duties as directed by Store Manager or supervisor.
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## **Accountant Assistant**

**New Rochelle Town Hall** - New Rochelle, NY

June 2008 to August 2008

- Experienced in clerical work including but limited to sorting, invoices handling of high call volumes. High organization tasks was to be able to assist and maintain payroll and wages.
- Support planning and implementation of move-in operations, including coordination of city permits and neighborhood

communication.

- Coordinate and implement a storage space plan for inventory items that support program operations.

## EDUCATION

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### Associate in Computer Science

North Seattle - Seattle, WA

January 2018 to January 2020

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### Diploma

New Rochelle High School

September 2006 to January 2011

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## SKILLS

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- CSR (10+ years)
- Customer Service (10+ years)
- Customer Care (10+ years)
- Microsoft office (10+ years)
- Excel (10+ years)
- Google Docs (7 years)
- Customer Support
- Leadership Experience (10+ years)
- training
- Word
- retail sales
- budget
- Powerpoint
- Auto Service Management
- Auto Estimating
- Automotive Repair
- Software Testing
- User Interface (UI)
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- User Interface (UI)

## CERTIFICATIONS AND LICENSES

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Security Guard

## ASSESSMENTS

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### Written Communication — Proficient

February 2019

Measures a candidate's ability to convey written information using proper grammar rules.

Full results: [Proficient](#)

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### Attention to Detail — Proficient

January 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Proficient](#)

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Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## ADDITIONAL INFORMATION

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Administrative Support Data Entry Writing Editing Microsoft Office (Excel, Word, PowerPoint) Customer Service Problem Solving Mediation Confidentiality and Loyalty Google Drive (Docs, Forms, etc.) Social Media Basic HTML and CSS Outlook Time Management Public Speaking