

# Aaron J. Wills

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## Objectives

Delivering strong work ethics and positive business productivity through the use of my knowledge, leadership, and communication skills.

## Education and Service Awards

- Attended Heald College 2011– 2012 (4.0 Cumulative GPA) – Criminal Justice Discipline
- Graduated from Ponderosa High School in 1998
- Legendary Service Star received at Star Bucks

## Experience

### **Food Truck Coordinator University Corporation of San Francisco State University – San Francisco, CA** (August 2014 to Present)

- Create creative daily social media posts and blogs to advertise the food trucks.
- Supervise and Manage food truck daily operations.
- Schedule bi-semester operating schedules for 20-25 trucks.
- Collecting and organizing the permits and insurance requirements.
- Monetary reconciliation of weekly deposits to the bank.

### **Novitex - Goldman Sachs – San Francisco, CA**

(December 2014 to January 2017)

- Produced PIB'S/Pitch Sales books.
- Operating high volume print production machinery and laser cutters.
- Controller of highly confidential/classified documents.
- Bound, cut, prepared confidential documents/documentation.
- Quality assurance guaranteed.

### **Print and Production Facilitator- Campus Copy Center, University Corporation of San Francisco State University, San Francisco, CA** (July 2012 to August 2014)

- Created superb customer service experiences.
- High capacity production of print requests for students and professors in a timely manner.
- Produced large format poster projects, syllabuses, booklets, bulletins and theses.
- Utilized both Mac and PC operating computer systems.
- Software: Microsoft Word, MS Office, Adobe Acrobat, Excel, PowerPoint.

### **Assistant Manager - Ghirardelli Chocolate Company – San Francisco, CA**

(March 2007 to September 2010)

- Prepared weekly employee schedules and supervised the facilities.
- Dictated tasks and project completions.
- Prepared and deposited weekly monetary funds.
- Team leader in customer service skills.

**Skills**