MANUEL PADILLA

Houston, TX 77043 | 832-434-1758 | manuelantoniopadilla@gmail.com | https://www.manuelpadilla.dev

SKILLS

- Integrity
- Efficient
- Teamwork
- Organization
- Customer Service focused
- Excellent written & verbal communication
- Empathy

- HTML | CSS | Javascript
- Active Directory | Documentation
- CPU | RAM | Firmware
- Photoshop | Illustrator | InDesign
- Windows 7/8/8.1/10 | macOS | Linux
- Computer/Tech Savvy
- Spanish fluency

EXPERIENCE

THE OFFICE OF THE HARRIS COUNTY CLERK
Houston, TX

Early Voting Alternate Judge   10/2020 to 10/2020

Guided voters through visuals on how to use voting machines. Assisted special-needs voter's use of visual/audio devices, curbside voting, and answered general voter questions. Acted as a Spanish translator and assisted with third-party translation services. Solved technical issues on machines, voiding and resetting.

PACESETTER PERSONNEL SERVICES
Houston, TX

Staffing Recruiter   08/2017 to 06/2018

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
Houston, TX

Director of Retail Information   03/2013 to 11/2016

Delivered graphic design projects to support commercial real estate brokers and agents. Managed the corporate retail website, customer presentation packages and provided internal technical support.

INTERNATIONAL CENTER FOR ENTREPRENEURIAL DEVELOPMENT
Cypress, TX

Graphic Design Specialist   08/2010 to 03/2013

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. Recognized with Outstanding Employee Award.

EDUCATION AND TRAINING

WEB DEVELOPMENT CERTIFICATE   11/2018
University of Texas at Austin, Houston, TX
Houston Coding Boot Camp

ASSOCIATE OF ARTS: GRAPHIC DESIGN SPECIALIZATION   05/2010
Houston Community College, Houston, TX
Outstanding Student of the Year in Digital Communications – 04|2010

BACHELOR OF ARTS: COMMUNICATIONS: MEDIA PRODUCTION   05/2007
University of Houston, Houston, TX