

# Manuel Padilla

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## SUMMARY

Driven and responsible individual aimed to contribute and grow in cloud-focused support and operations.

## EXPERIENCE

### **Early Voting Alternate Judge**—Houston, TX

*The Office of the Harris County Clerk* – 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 related to voiding and resetting.

### **Staffing Recruiter**—Houston, TX

*Pacesetter Personnel Services* – 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.

### **Director of Retail Information**—Houston, TX

*Transwestern Commercial Services* – 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.

### **Graphic Design Specialist**—Cypress, TX

*International Center for Entrepreneurial Development* – 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.

## SKILLS

- Strong verbal and written communication skills, efficient, organized, empathetic team player, with the ability to explain technical information to non-technical end users
- Customer service skills, with the ability to remain professional in stressful, high pressure situations
- Effective problem solving through analysis
- IT fundamental skills, including a working knowledge of Linux OS and writing scripts in Python and Shell
- Applying core AWS services in compute, storage and networking, including EC2, S3, IAM, VPC, Lambda, Cloud Formation, RDS and Route 53
- Configuring, monitoring, and supporting the suite of core AWS services
- Microsoft Word | Excel

- Spanish fluency

## EDUCATION

AWS re/start –An 8 week, full-time, classroom-based skills development and training program on IT fundamentals, AWS Cloud, and professional skills

Graduation: November 2021

Houston Community College, Houston, TX

Graduation May 2010

University of Houston, Houston, TX

Graduation May 2007

## ACCOMPLISHMENTS

AWS Certified Cloud Practitioner—Nov 2021

Outstanding Employee Award (ICED)—Nov 2012

