

# MANUEL PADILLA

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## SKILLS

- Integrity
- Efficient
- Teamwork
- Organization
- Customer Service focused
- Excellent written & verbal communication
- Empathy
- Productive
- Active Directory | Documentation
- CPU | RAM | Firmware
- Photoshop | Illustrator
- 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