

MANUEL PADILLA



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EXPERIENCE

PACESETTER PERSONNEL SERVICES

Houston, TX
2017 – 2018

TRANSWESTERN COMMERCIAL SERVICES

Houston, TX
2013 – 2016

INTERNATIONAL CENTER FOR ENTREPRENEURIAL DEVELOPMENT

Cypress, TX
2010 – 2013

UNIVERSITY OF HOUSTON

Houston, TX
2007

HOUSTON COMMUNITY COLLEGE SYSTEM

Houston, TX
2010

STAFFING RECRUITER

- Made numerous calls throughout the day to potential candidates, established clients or internal employees
- Screened candidates , posted jobs and responded to job-seekers online
- Phone screened, interviewed, reviewed resumes and sent to clients
- Filled job orders and built rapport with all employees and clients

DIRECTOR OF RETAIL INFORMATION

- Generated aerial maps of Greater Houston and surrounding areas
- Managed the retail website by updating new listings and announcements of new clients
- Responsible for creating tour book binder graphics and potential trade area maps with retail and restaurant competition within specific areas
- Set up property flyers, vector site plans and occasional presentation packages
- Developed team e-blasts and announcements with links.

GRAPHIC DESIGN SPECIALIST

- Generated marketing materials and provided support for the Northwest Forest Conference Center and multi-million dollar franchise holding companies including Kwik Kopy Printing, AWT, Parcel Plus and Computer Explorers
- Accelerated work flow of corporate Print Shop by successfully implementing project management strategies working with production team to enhance quality of production
- Outstanding employee – 12|2012

EDUCATION

BACHELOR OF ARTS

Communications: Media Production

ASSOCIATE IN APPLIED SCIENCE

Digital Communications: Graphic Design Specialization

- Outstanding Student of the Year in Digital Communications – 04|2010

SOFT AND TECHNICAL SKILLS

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| ▪ Spanish fluency | ▪ Work Ethic | ▪ Organizational strength |
| ▪ Excellent written & verbal communication | ▪ Adaptability | |
| | ▪ Empathy | |

CERTIFICATES

[System Administration and IT Infrastructure Services](#)
[Operating Systems and You: Becoming a Power User](#)
[The Bits and Bites of Computer Networking](#)
[Technical Support Fundamentals](#)

COURSERA