

# Marco Cano

Weslaco, TX 78596

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## Work Experience

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### **Assistant Manager**

Cinemark - Harlingen, TX

May 2017 to March 2020

- Sought out, interviewed, and hired candidates to the team with a high retention rate as the hiring manager.
- Led orientation groups to ensure smooth transition into new roles with the company.
- Meticulously built schedules adhering to a set budget as the scheduling manager.
- Effectively communicated and organized events with school groups.
- Clearly communicated with other team members and department heads frequently to ensure smooth daily operations.
- Performed daily safe audits.
- Upheld any on site HR responsibilities such as employee evaluations and a successful employee of the month initiative.

### **Rod Repair**

Hook Line & Sinker - Harlingen, TX

February 2017 to June 2017

At Hook Line & Sinker I repaired rods and guides.

### **General Laborer**

G & G Operators - Dumas, TX

June 2015 to August 2015

Performed general labor including shoveling various materials, traffic control, marking and covering manholes, operating machinery in absence of regular operators, cleaning equipment, and training new hire-ons.

### **Cashier/Sales Associate**

Dollar Tree - Harlingen, TX

February 2015 to June 2015

Processed Transactions, Assisted customers, cleaned and maintained an orderly work environment, sold "push items", recovered and stocked merchandise

## Education

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### **1 Year in Digital Media Design**

TSTC - Harlingen, TX

August 2016 to September 2017

## **High School Diploma**

Harlingen High School - Harlingen, TX  
2011 to 2015

### Skills

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- Microsoft Office (2 years)
- Cash Handling
- Customer Service Skills
- Inventory
- Management
- Sales
- Scheduling
- Team Building
- training
- Word
- Microsoft Excel
- Merchandising
- Adobe Illustrator
- Assistant Manager Experience
- Employee Orientation
- Event Planning
- Interviewing
- Photography
- Graphic Design
- Typography
- Adobe After Effects
- Adobe InDesign
- Adobe Photoshop
- Graphic Design
- Illustration
- Typography
- Adobe Premiere
- Layout Design

### Certifications and Licenses

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#### **Drivers License**

## Assessments

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### **Graphic Design — Proficient**

May 2020

Using graphic design techniques and producing visual media to communicate concepts.

Full results: [Proficient](#)

### **Social Media — Highly Proficient**

February 2020

Creating content, communicating online, and building a brand's reputation.

Full results: [Highly Proficient](#)

### **Administrative Assistant/Receptionist — Highly Proficient**

December 2020

Using basic scheduling and organizational skills in an office setting

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## Additional Information

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As a Student in the Digital Media Design program at TSTC, I have completed classes in photography, imaging, and vector graphics.