

# Aaron Padilla

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## Profile

- I am a motivated bi-lingual professional who consistently meets and exceeds productivity goals. I am well known for my ability to interact with others and build quality, long lasting relationships with both my customers and team members. I am determined, experienced, and adapt well to change, while quickly learning in new environments. I am confident that my experience and skills will exceed your expectations and provide to be a valuable asset to your team.

## Experience

### **ACCOUNTS PAYABLE | TRANSLINE LLC | SEPTEMBER 2020 – (PRESENT)**

#### **RESPONSIBILITIES**

- Track and monitor truck driver's electronic logbook
- Bill and receive invoices
- Make sure drivers are up to date with license, inspections and state regulations.
- Preparing and calculating fuel tax (IFTA)
- Keeping record of payroll and making sure drivers paysheet is accurate
- Organizing bills, invoices, and receipts

### **WHOLE FOODS | CASHIER | MAY 2019 – SEPTEMBER 2020**

#### **RESPONSIBILITIES**

- Checks out customer groceries efficiently and accurately.
- Following all cash handling procedures, using proper tares, and upholding government regulations with the sale of alcoholic beverages.
- Assists with training of new cashier team members.
- Providing excellent customer service and immediately reporting safety hazards and violations.
- Performs other duties assigned by store. (Prep foods)
- Striving to communicate and model WFM vision and goals.

### **SUBSCRIPTION LNK | COSTUMER SERVICE | OCTOBER 2018- MAY 2019**

#### **RESPONSIBILITIES**

- Maintaining knowledge of product features, services, marketing promotions and special offers.
- Responding to and handling customer complaints and inquiries in a timely manner while providing excellent customer service
- Maintaining a polite and professional telephone manner.
- Personal organization and multitasking skills in a fast-paced environment.

### **STRAGETIC STAFFING (B\ E AEROSPACE WAREHOUSE) | MATERIAL HANDLER | JANUARY 2017– OCTOBER 2018**

#### **RESPONSIBILITIES**

- Identifying and verifying parts
- Responsible for communicating with internal and external costumers
- Reporting inventory shortages and recommending new orders

- Removing damaged materials from stock
- Operating RF scanners and other hand-held devices
- Picking orders from inventory
- Unloading, moving, and stocking materials
- Utilizing manual lifts, reach trucks and transfer equipment.
- In charge of storing and retrieving parts offsite with company vehicle.

#### **LIFETIME FITNESS | TEAM MEMBER | OCTOBER 2016 -JANUARY 2017**

##### **RESPONSIBILITIES**

- Build relationships with members by providing them with excellent customer service.
- Answering phones, filing paperwork and other job duties assigned.
- Ensure operations projects and tasks do not interfere with member experience

#### **UPS | LOADER | SEPTEMBER 2015 TO NOVEMBER 2016**

##### **RESPONSIBILITIES**

- Responsible for understanding shipping papers to ensure correct product is available to ship
- Physically transfer material to their destination station and working together with the team lead to process material and operate material handling equipment.
- Locate any missing boxes and verifying the labels on the boxes for correct destination for shipment
- Responsible for physically loading products onto correct truck for shipment.
- Responsible for communicating with shipping manager for any broken or missing product

#### **AEROTEK | MAY 2014 – AUGUST 2015**

##### **RESPONSIBILITIES**

- Manufactured electric cigarettes
- Assembler
- Worked with HMI to ensure accuracy and quality of products and met daily production goals
- Loaded orders on pallets for shipments then printed and set labels
- Lift up 70 lbs.
- Picking and packaging orders
- Handle returns, moving products
- Taking inventory and various other duties assigned

#### **TACO BELL | MAY 2013 TO MAY 2014 |**

##### **RESPONSIBILITIES**

- Prepared and cooked food
- Cashier
- Trained as a manager
- Crew trainer

## Skills & Abilities

- Fluent in Spanish
- Analytical Skills
- OSHA certified operator (forklift (stand up, sit down) & reach truck
- Computer/Technical literate
- Flexible/Adaptable
- Clerical Work
- CPR certified

## Technical Skills

- Microsoft Office (Word, Excel, PowerPoint, SharePoint)
- PCXS (Billing)
- Full Stack Coding
- HTML
- CSS
- JavaScript
- Python (learning)

## Education

### JCCC

Business Administration (Associate's)

JCCC Healthcare Information Systems Program

### KU

Full Stack Coding Bootcamp (Currently)

### OLATHE EAST

High School Diploma