**Aaron Lavery**

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OBJECTIVE:

To secure a full-time position using and working on computers at a local company.

QUALIFICATIONS:

* IT experience
* Excellent customer service, technical and computer skills: Word, Excel & Powerpoint & other Operating Program Experience
* Supervisory experience, responsible & reliable

EMPLOYMENT HISTORY:

Feb.2016 to Feb.2019: *Commando,* South Burlington, VT – Production Assistant/IT Technician: Over the past two years I have been assisting with IT functions such as configuring work stations, monitoring and upgrading network components, general windows troubleshooting, and making recommendations on the use and purchase of computer hardware. Recently I was given the task of assembling a large, expensive piece of equipment used in the cutting of fabric. Over the course of several days I was able to figure out how to completely assemble the very complicated piece of machinery. I was then tasked with training other employees on the use of the machine. In the production area I work laying out/cutting fabric and assisting the Production Coordinator, completing product inspections, maintaining a clean & organized work environment, and assisting with product inventories.

Oct. 2013-Feb.2016: *Footprint Retail* – Duties: stocking store shelves, ability to follow planograms and place products in an aesthetically pleasing way to attract buyers, respond to customer inquiries throughout the day. Work as Team Leader supervising others. This was an on-call position throughout VT and NH.

Summer 2012: *Gilmanton Winery*, Gilmanton NH. Duties: Set up for event functions, cleared tables, washed dishes, responded to customer needs, bar back, ran errands as needed. Customer service oriented.

Summer 2011 & 2010: *Pirates Cove Miniature Golf*, Winnisquam, NH. Duties: Opened course up in the morning, cleared course of debris, supervised other employees, weeded & mulched course, performed basic maintenance duties, emptied trash, responded to customer questions and concerns. Recognition: received score of 100% from secret shopper.

EDUCATION: BA Degree, Graphic Design, Plymouth State University, Plymouth NH.