

# Audis G. Mercado Mantilla

## Home Address:

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## EDUCATION

Interamerican University of Puerto Rico at Aguadilla May 2021  
Associate of Computer Science

University of Puerto Rico at Aguadilla  
Bachelor of Business Management in Human Resources May 2016

## EXPERIENCE

TJX/Marshalls 2019-Present Aguadilla, PR

### “Merchandise Associate”

- Responsible for delivering a highly satisfied customer experience demonstrated by engaging and interacting with all customers.
- Maintain all organizational, cleanliness, and recovery standards for the sales floor and participates in the maintenance/cleanliness of the entire store.
- Accurately process and prepare merchandise for the sales floor.

Isabela Town hall 2016-2017 Aguadilla, PR

### "Human Resource Analyst"

- Ensure job descriptions are up to date.
- Audit personal documents.
- Manage the staffing process, including recruiting, interviewing and hiring.
- Ensure the organization's compliance with local, state and federal regulations.
- Work with Payroll program for municipal police department.

### **"Salesfloor Supervisor"**

- Responsible of the store's recovery.
- Project planning and follow up on tasks to reach company goals.
- Assign task to associates and checkout supervisors.
- Find store opportunities and take instant action to correct them.
- Group control through feedback and effective communication.
- Follow up on associates training programs.
- Keep company's standards in optimal conditions.
- Motivate associates by focused recognition and by choosing monthly an associate who exceeds company's expectations.
- Work directly with associates and members' needs.
- Offer store services to members such as "Shop Your Way, Sears Credit Card, Leasing, Layaway".

### **ABILITIES**

Responsible

Honest

Bilingual

Excellent technical and interpersonal experience

Basic SQL knowledge (mysql workbench, SQLite)

Basic Python knowledge

Basic Java knowledge (NetBean, Eclipse, JGRASP)

Basic HTML, CSS and Javascript knowledge

Basic C# .Net knowledge

### **HONORS AND ACHIEVEMENTS**

University of Puerto Rico at Aguadilla Honor program from 2013-2015

Graduated Magna Cum Laude from University of Puerto Rico at Aguadilla

Academic Excellence certificate from Interamerican University of Puerto Rico at Aguadilla

Python Bootcamp Completion certificate:

<https://www.udemy.com/certificate/UC-f3f7c08e-278f-4ec0-a0af-676882b55eb9/>

### **REFERENCES**

Available Upon Request