

ARMANDO MARQUEZ

300 N Lamar Blvd Apt 126 · 512-658-5588

mando.marquez88@gmail.com

To perform exceptional data analysis in an environment that will enrich the lives of everyday common people

EXPERIENCE

2005 – PRESENT

LEAD BOOKKEEPER, H-E-B GROCERY

Leading a team of 14 individuals. Knowledgeable across all VTAs and SOPs. Assist in the organization of record-keeping for IRS purposes. Cash handling and recording. Implementation of new systems.

2006 – 2008

CUSTOMER SERVICE, FEDEX KINKOS

Assisting customers with copies, faxes, etc. related to business services. Ability to produce documents of high quality for presentation.

EDUCATION

MAY 2008

MCLENNAN COMMUNITY COLLEGE

2yrs completing basics to prepare for transfer

DECEMBER 2018

ASSOCIATE OF ARTS IN BUSINESS ADMINISTRATION, AUSTIN COMMUNITY COLLEGE

Learned basics of computer skills

SKILLS

- Ability to lead a team
- Research issues
- Organizational skills
- Implementation of processes
- Customer Service

ACTIVITIES

I have spent a lot of time taking several classes across a broad range of subjects. I have become knowledgeable in programs such as R Studio, Python, and Quickbooks.