

# Paola Martinez Lara

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## Education

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### University of St. Thomas | St. Paul, MN

*Bachelor's Degree*

*Expected Grad. Date: May 2025*

*Concentrations: Computer Science*

### Dougherty Family College – Associate's Degree

*Grad. Date: May 2023*

### Washburn High School | Minneapolis, MN

*Honor Society, StepUp, High Honor Roll*

*Grad. Date: June 2021*

## Work Experience

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### Aldi | Minneapolis, MN

*Cashier*

*November 2021 – February 2022*

- Delivered efficient and courteous customer service to ensure customer satisfaction
- Unloaded merchandise, scanned merchandise, and finalized sale transactions
- Assisted customers with questions, problems, concerns and escalated to management when necessary
- Accurately and efficiently operated registers and maintained optimal cash levels

### U.S. Bank | Edina, MN

*Project Specialist StepUp Intern*

*2019 – 2021 (Summer Seasonal)*

- Assisted in auditing of sales, including account research and banker follow-ups via email and telephone
- Completed sales audit data entry projects using Microsoft Excel
- Coordinated account and information updates with other areas of the bank
- Provided general administrative office included filing both physical and electronic
- Highly proficient with project management strategies, tools, and techniques such as project planning, scheduling, and budgeting

### UPS | Minneapolis, MN

*Warehouse Worker Package Handler*

*October 2020 – January 2021*

- Utilized internal scanning system to ensure accuracy and details for all products
- Displayed adaptability and a strong work ethic
- Loaded packages onto semi-trailers and transported packages between loading areas
- Kept loading areas organized, clean, and secure to ensure safety of packages

## Awards & Skills

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Recipient of St. Thomas Transition Award, Borman Endowed Scholarship, Dougherty Family Grant

Skills: Spanish (Native speaker) | Cashiering | Microsoft Office | Google Suite | SharePoint | Customer Service | Project Management