

# Tonatiuh Paredes Gutierrez

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**EDUCATION:** TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
***Bachelor of Business Administration, Graduation: May 2019***  
***Major: Management Information Systems***  
Dean's List: Spring 2017

**SELECTED COURSES:**  
Data Analytics, Calculus I, Intro to Management Information Systems,  
Applied Computer Technology

**ACTIVITIES:**

- Volunteer - STAR Team, Moonrise Festival, Spring 2017
- Volunteer - STAR Team, Moonrise Festival, Spring 2016
- Volunteer - Clean-Up Crew, Nightmare Festival, Fall 2015
- Volunteer - Translator, Lincoln Financial Field Ticketing Services, July 2015
- Tutor - Spanish, September 2011 - May 2016

**EXPERIENCE:** A SEAL COAT LLC, Warminster, PA  
**Carpenter** June 2016 – Present

- Re-design and reconstruct homes by installing various structures and fixtures.
- Exceed manager's goal in completing projects, by rebuilding a total of six homes in six months
- Assess damage and construct plan to fix the interior and exterior of homes to meet the needs of clients.

LANDSCAPING AND HARDSCAPING DESIGN LLC, Bensalem, PA  
**Foreman** June 2014 – December 2016

- Assisted management by creating schedules of both hardscaping and landscaping crews while serving as translator for the supervisor to effectively communicate with Spanish speaking workers.
- Worked extended hours in different weather conditions cutting client's lawns and trimming bushes of 35 to 40 houses daily.
- Transported 1,500 to 3,500 pounds of material across long distances and terrains, from the truck to the job site, it's later used to construct patios after digging and leveling surfaces.

N&J EXCAVATION, Lexington, PA  
**General Worker** January 2013 – June 2014

- Handled heavy machinery, including a paver, and laid asphalt manually while enduring temperatures above 150 degrees.
- Inspected machinery, acquired more responsibility with crew leadership.
- Helped in training of incoming workers while simultaneously serving as a translator for the supervisor to communicate with Spanish speaking workers.

**SKILLS:**

- Fluent - Spanish/English