

# AARON SEWELL

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## Education

**Bachelor of Science:** Geophysics

**Texas Tech University** - Lubbock, TX

Transferred

**Bachelor of Science:** Cybersecurity - GPA 4.0/4.0

**Southern New Hampshire University** - Manchester, NH

## Professional Summary

Committed to learning, developing skills in Cybersecurity, Information Technology and Networking. Self-directed and energetic with superior performance in both autonomous or collaborative environments as well as capable of individual contributor, team member and management roles.

## Skills

- Staff Management
- Training
- Staff supervision
- Technology optimization
- Creative mindset
- Customer Service
- Requirements Analysis
- Microsoft Windows and Office
- Technical Troubleshooting
- Highly Professional
- Attention to Detail
- Collaborative Team Player
- Device Installation
- Problem Solving

## Work History

**Director of Media & Communications**, 06/2021 to Current

**Kinsmen Lutheran Church** – Houston, TX

- Managed a staff of 12 including volunteers and paid employees and budgets of \$17,000
- Responsible for updating and maintaining the church's website
- Responsible for creating and sending weekly email communication to church members
- Responsible for creating and sending out a monthly publication
- Created graphics as needed for events, new sermon series, YouTube, Facebook
- Facilitated monthly communication meetings to manage the communication needs for the church
- Familiar with graphic design applications such as Adobe Photoshop, Illustrator and Microsoft Publisher in graphic designs
- Train new team members into the communications department

**Director of Media**, 02/2020 to 06/2021

**Kinsmen Lutheran Church** – Houston, TX

- Managed a staff of 6 including volunteer and paid employees and budget of \$8,000
- Spearheaded the organization conversion from in person activities to completely online activities using Facebook and YouTube. This required revamping the entire audio, video and networking activities of the church
- Responsible proper maintenance of the churches AV equipment which includes projection, sound system and livestream systems
- Performed initial Information Technology and Network trouble shooting, and maintenance associated with media and other church systems and determined when outside support was needed
- Ensured proper staffing of events as needed, maintained payroll and discipline records
- Trained and mentored new staff on the required duties of the Media team
- Ensured a level of professionalism in the media department
- Developed and managed the budget for the Media team
- Familiar with media software such as Vmix, Adobe Premiere, Audition, CyberLink Power Director, Audio Director, Easy Worship and other software for creation and editing of videos, audio and creation of worship slides

**Car Hop**, 01/2018 to 07/2018, 05/2019 to 04/2020

**Sonic Drive In** – Willis, TX

- Responsible for ensuring the customer experience exceeded expectations. This included order management, delivery of product and cash management
- Handled basic customer complaints and corrected if able, if not ensured that a higher up was informed of the situation
- Helped team members in other areas as needed to meet demand
- Ensured proper money management during shift and made drops when necessary

**Assistant Manager Raider Grill**, 08/01/2018 to 12/15/2018

**Texas Tech University** – Lubbock, TX

- Managed a shift of 3-5 employees with an emphasis on customer service
- Ensured compliance with Texas state guidelines regarding food prep and storage
- Handled all customer complaints in a polite and professional manner
- Ensured that every customer had the "Raider" experience when coming to our restaurant
- Made sure all employees were following proper food handling policies, proper customer service activities and company policies
- Ensured proper closing of the store at night, which included ensuring that the restaurant was properly prepared for the next business day
- Completed nightly till drops, and ensure correct totals were accounted from both the till report and nightly safe drop slips