

Aaron Lechuga

Permanent



Education

Bachelor Degree, May 2013
Major: Bachelor of Arts Management
Columbia College Chicago, Chicago, IL
3.8 GPA

Associates Degree, May 2010
Major: Music Engineering
Waubensee Community College, Sugar Grove, IL
3.0GPA

High School Diploma, May 2006
East Aurora High School

Paid Experience

-Manager, Pro Music Waves Music Entertainment, Jan 1, 2022 to present.

- Oversee 7 staff members, Djs and musicians.
- Negotiate with vendors and close deals.
- Set up a full music stage.
- Sale tickets in advance
- Search for locations to set events.
- Sit with business owners to negotiate sales and percentages.
- Sit with clients to coordinate events.

-Senior On-Site Manager, Elite Staffing, May 31, 2022 to present.

- Oversee 5 on-site managers.
- Manage 900-1200 employees.
- Meetings for better improvement with Client Plant Managers, Operations Managers, Production Managers, and Safety Managers.
- Send various reports to the client, Fill Rates, Active Inactive report, temp hours, Weekly direct report and day temps' loss/gain.
- Provide training for our new employees.
- Resolve Incidents/Injury cases and send incident/injury reports to the clients and our Risk Management team.
- Manage and process payroll for 900-1200 employees.
- Resolve conflicts.

Reduce overtime by identifying needs for temps.
Schedule based on production.
Clock temps in and out, submit attendance reports.
Locate Missing hours for temps.
Monitoring call offs offline.
File and maintain employment records for future references.
Interviews for internal positions.
Structure and maintain all personal files to completion.
Interview, screen and recruit job applicants in order to fill existing job openings.
Dispatching.

-Plant Supervisor, GreenSeed, November 30, 2020 to May 23, 2022

Planning, organizing, directing and running optimum day to day operations to exceed customers' expectations.
Increasing production, assets capacity and flexibility while minimizing unnecessary cost and maintaining current quality standards.
Overseen different departments like maintenance, warehouse forklift drivers and production supervisors and employees total of 50 employees.
Recruit for various positions like MOs, group leaders and forklift drivers.
Reduce overtime.
Locate missing hours.
Resolve conflicts.
Resolve Incidents/Injury cases and send incident/injury reports to our HR department and risk management.
Order temps from the agencies.

-On site Manager, Elite Staffing, November 2017 to November 30, 2020

Recruit
Manage 150-200 employees, schedule work hours, resolve conflicts.
Provide training for new employees.
Resolve Incidents cases and send incident reports to the clients.
Manage and process payroll for 150-200 employees.
Reduce overtime by identifying needs for temps.
Schedule based on production.
Clock temps in and out, submit attendance reports.
Locate Missing hours for temps.
Monitoring of call off line.
File and maintain employment records for future references.
Interviews for internal positions.
Structure and maintain all personal files to completion.
Interview, screen and recruit job applicants in order to fill existing job openings.
Dispatching.

-Music Manager & Choir Director, Buen Samaritano Church, January 10, 2019 to December 30, 2022.

Manage 9 employees.

Music teacher.

Event coordinator.

Music/Sound Engineer.

Qualities of personal discipline and integrity required for artistic leadership.

Performance, technical and conducting skills.

Extensive and insightful knowledge of music.

-Entrepreneur, El Gallito Sandwich Cafe, November 2015 to 2017

Ensure customer satisfaction is a priority

Sales

Hire skilled and qualified employees

Conduct training to employees to improve service delivery

Create monetary arrangement

Compare the short and long terms goals of the business

Carry out plans for promoting, production, sales and budgeting for the business.

-Music Touring With Montez De Durango (Music Band) June 2013-September 2015

Sound engineer

Musician

Event coordinator

-Music Leader & Choir Director, Pablo Lutheran Church, September 2010 to May 2013

Extensive and insightful knowledge of music, and of the arts and humanities in general

Event coordinator

Sound Engineer

Qualities of personal discipline and integrity required for artistic leadership

Performance, technical and conducting skills

-Recording Studio Owner, September 2010 to May 2013

Music Teacher

Event coordinator

Sound Engineer

Excellent interpersonal and verbal skills

Ability to motivate others

Determination and perseverance

Commitment

-DJ Assistant, Back Third Audio, May 2010 to July 2011

Setting up the music systems at the performance locations and making arrangements for appropriate power
Arranging live shows for promotional/charitable activities
Attending phone calls and elaborate event contracts
Event Coordinator

-Teller, Citibank, August 2006 to December 2009

Assisting customers with opening new accounts
Deposit and cash checks for customers
Provide excellent customer service
Cross selling bank products and services

Extracurricular Activities

Music Leader, Event Coordinator & Sound Engineer.
Volunteer my time to the community bringing my entertainment music business to any event that needs music or live sound.

Skills

Computer Skills, bilingual proficiency in verbal and written, communication skills, leadership skills and fast learner and customer service skills.

References

Available upon request