

# Carlos A. Palomares

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## EDUCATION

### Western Washington University

Expected Jun. 2026

B.A. in Business Administration, Management Information Systems · Bellingham, WA

### Green River College

Oct. 2020 – Dec. 2022

AAS-T in Cybersecurity and Networking · Auburn, WA

## EXPERIENCE

### Administrative Assistant — LAZ Parking

Jun. 2023 – Present

Seattle, WA (Remote)

- Implemented script-driven workflows to automate and accelerate data entry processes, maintaining a strong focus on precision and operational oversight.
- Ensured compliance and accurate data entry within the revenue ERP system for daily vehicle counts, transaction types, and parking activity.
- Audited operational and revenue reports to identify and resolve discrepancies, reducing data errors and improving reporting accuracy.
- Proactively followed up with clients to obtain missing reports, supporting up-to-date tracking and data integrity within the ERP system.

### Shuttle Dispatcher — LAZ Parking

Jan. 2023 – Jun. 2024

Seattle, WA (Remote)

- Coordinated shuttle pick-up and drop-off services for students, representing the company in a professional and service-oriented manner.
- Collaborated with drivers and managers to resolve delays and mechanical issues, ensuring safe and continuous transportation across campus.
- Documented and communicated rider feedback to management, contributing to measurable service improvements.
- Promoted campus shuttle awareness through event outreach and social media engagement.

## PROJECTS

### Automated Data Processing Pipeline — Personal RPA Project

Mar. 2025 – Present

Seattle, WA (Remote)

- Configured a Google Cloud virtual machine and deployed Python scripts to automate extraction and processing of daily parking and revenue reports.
- Developed a master script to pull email attachments, group transaction types, sort parking tickets, and compile results into a structured Excel workbook.
- Automated daily email delivery of the master Excel file, enabling the pipeline to run without a local machine or manual intervention.
- Currently expanding automation to perform browser-based ERP data entry using Python, while developing skills in cloud infrastructure and debugging.

## SKILLS & COMPETENCIES

<b>Programming &amp; Scripting:</b>	Python, SQL, PowerShell, Bash, Batch scripting
<b>Data &amp; Analytics:</b>	Excel (Pivot Tables, Power Query, Dashboards), Tableau, MySQL, MySQL Workbench
<b>Database &amp; Systems:</b>	Database development, ERD diagrams, workflow diagrams, Microsoft Visio
<b>Web Development:</b>	HTML, CSS, web application development
<b>Software &amp; Tools:</b>	Microsoft 365, Power Automate, Google Workspace, VS Code, Dropbox
<b>Core Competencies:</b>	Data accuracy & auditing, data confidentiality, detail-oriented, written communication, time management