


Alexander Logrono

New York City Metropolitan Area

 alex.logrono@outlook.com

 (551) 786-0156

 [linkedin.com/in/alexlogrono](https://www.linkedin.com/in/alexlogrono)

Summary

Lost Job due to COVID-19 Cutbacks. Looking to get back to work immediately.

A passionate learner with multitasking skills and a yearning to always do more.

Experience



Administrative Coordinator for Domestic Violence Residential and Legal Programs

Urban Resource Institute

Aug 2020 - Present (2 years 5 months)

Managing major projects ranging from the opening of new shelters to grant applications. Currently working with multiple teams to open two new shelters in 2022, and collecting data for continued grant funding given by NYC to support the work that DV Shelters provide to the population served.

Updating and modernizing reports and processes across the division to ensure clear and expansive data.

Work cross-functionally with division heads and government bodies to ensure the projects' scope and direction meet donors' expectations and regulation standards.

Analyze financial data to assess and alter multiple projects' demands to keep the companies' core vision intact.

Provide analytical reporting for the programs in support of major corporate initiatives.

Develop and maintain program overviews to respond to fast-changing requirements set by governing bodies.

Monitor and analyze monthly revenue and expenditure reports.

Various administrative and reporting tasks to support one VP and Three Senior Directors



Project Coordinator

L'Oréal

Jul 2019 - Apr 2020 (10 months)

- Took ownership and optimized product reform process ranging from data entry and order submittal to cross-functional communication on project status.

- Managed and maintain the internal project management tool 'Magellan' for the development team. Performing tasks including lead time follow up, approval workflows and updating projects as necessary.

- Cataloged teams sample closest creating simple catalog procedures for easier tracking of vendor samples.
- Worked cross-functionally with French counterparts on implementing Microsofts PowerBi data tracking tool into the promotional LUXE development team. Previously data kept across multiple platforms and excel sheets with the minimal user interface.
- Created guides and trained team on the new data management system to ensure smooth transitions.
- Supported two VP's in operations with calendar, travel, and expense management. As well as managed team calendars covering twenty-five members in total.
- Various administrative tasks including ownership of supply stock, keynote creations, team memos, file organization, supplier contact, Simple Technical support, and operational communications with building management team



Coordination Assistant & Access Service Representative

Englewood Hospital

Dec 2017 - Feb 2019 (1 year 3 months)

- Corresponded with insurance and aftercare facilities to ensure the well beings of patients while maintaining the integrity of hospital financials.
- Heavy record organization, and reporting on financial analytics of emergency room day to day.
- Charged with transition training and educating across multiple emergency room disciplines to 'EPIC' systems in hospital effort to modernize the hospitals process.
- Various administrative tasks including; file organizations, calendar management, office organization.
- Registering patients handle confidential medical and financial information.
- Creating welcoming environments in an emergency room setting.



Administrative Assistant & Brand Ambassador

Message Envoy

Oct 2015 - Dec 2017 (2 years 3 months)

- Handled daily operational needs including resupplying office supplies, handling maintenance issues.
- Reached out to all important clients as well as potential clients on recent promotions as well as future offerings.
- Gathering information on the day to day analytics of sales for products and services to create a report that is submitted to the owner and corporate.
- Charged with putting together promotional information for our luxury skin care line, to help engage our client base with products to assist in improving their skin.

-Charged with training and onboarding new hires to ensure a productive clinic, managing to schedule for over 50 employees.



Technical Director

Martha Graham Dance Company

May 2016 - Dec 2016 (8 months)

-Operating and maintaining technical assets, while supervising the use of assets across light, sound and rigging equipment for all incoming performance groups.

-Maintained all technical needs of the performance space and ensure that all supplies are stocked for every performance.

-Handling the performance calendar for outside companies to use the space on a rented basis. While also contact past groups for future performances.

-Coordinating with outside companies on load in and out of their performance to ensure efficiency



Production Assistant

Royal Family Productions, Inc.

Oct 2015 - Feb 2016 (5 months)

-Working with the RFP professional staff to assist with all of the theater's needs ranging from technical work to administrative work

-Assisted with all production needs to ensure smooth rehearsals and performances.

-Making calls to possible donors and collecting donations across Manhattan.

-Using extensive organizational skills able to assist the theatre moving into their new space in Manhattan.



Resident Assistant

Drew University

Sep 2012 - Aug 2015 (3 years)

Communicated University goals, expectations, and community standards to members of the community. Assisted in the supervision of the residence hall by responding to all requests and emergencies during duty hours. Remain on-call for the remainder of the weekend. Attended scheduled one-on-one meetings with the Hall Director and/or Assistant Hall Director. Developed purposeful educational, community service, social and curricular programs. As well as advising students about University resources. Promote mutual respect and understanding in a diverse and open community, mediating and resolving conflicts. Acted as a liaison between students and other University offices.



Assistant Technical Director

Drew University

Sep 2012 - Aug 2015 (3 years)

Supervising, assisting and overseeing the technical aspects of the daily routine. Leading the constructions of all builds and breakdowns for shows while ensuring the safety of the team. Delegated

task to the team and overlook the process that ensured a great performing for our viewers. Provided a detailed report to the technical director regarding important issues or problems so that the work atmosphere remains congenial ensuring better efficiency and productivity. Required to recruit as well as train the new employees. Accurate logging of the technical team to complete projects on or before the given deadline.

Education



Drew University

Bachelor of Arts (B.A.), Theatre/Theater

2011 - 2015

Licenses & Certifications



Foundations of User Experience (UX) Design - Google

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Skills

Office Administration • Project Management • Event Planning • Web Development • Web Design • Financial Analysis • Research • Technical Direction • Cold Calling • Program Management