

Marisa Mulvaney

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SUMMARY OF TRAITS & QUALIFICATIONS

- Strong leadership, interpersonal, and intuitive abilities. Operates with a sense of pride and urgency, while remaining positive and professional, even in high stress situations. Able to manage multiple projects at a time with minimal direction. Resourceful, reliable and organized. Proficient in Microsoft applications.

PROFESSIONAL EXPERIENCE

The Howard Hughes Corporation

Dallas, TX

Office Manager, November 2015 – Present

- Manage the front office area to ensure effective communication internally and externally that in turn maintains the professional image of the corporate office.
- Negotiate the purchase of office supplies, furniture and equipment in accordance with company purchasing policies and budgetary restrictions.
- Supervise the maintenance of office spaces and equipment including printers, HVAC, etc.
- Liaison with property management on various tenant needs such as office maintenance requests, parking services and ensuring the receipt of appropriate security clearances and COLI's required from contractors and vendors.
- Responsible for managing day-to-day operations which include: distribution of access cards, greeting and directing all guests, maintaining schedule for six conference rooms, answering high volume multi-line phone system, building and sustaining relationships with internal and external parties, and the organization of all incoming and outgoing mail (via UPS, FedEx, USPS, courier).
- Support office of the CEO with any and all needs.

Human Resources Coordinator, February 2014 – June 2015

- Supported the SVP, Human Resources with administrative needs such as maintaining calendar, travel, expense reports, arranging meetings internally and externally, as well as executed other various projects as needed.
- Coordinated interviews between candidates and hiring managers, including all travel arrangements.
- Managed temporary housing for new employees and annual intern program which included determining individual requirements, furniture rentals and assisting with community introductions.
- Developed and customized a succession planning tool within HCM system for company-wide use. Created and provided supporting documentation to assist managers through the process.
- Assisted with the organization and execution of company events such as an annual leadership conference and monthly employee relation events.
- Managed new hire profiles, employee files and processed employee verifications.
- Created and distributed company-wide communications as needed.
- Responded to and resolved various needs for pre-hires, current and former employees.

Legal Document Coordinator, September 2013 – February 2014

- Maintained, updated and archived master and supporting legal documents via Citrix applications.
- Organized and distributed original documents interoffice, to Tenant and corresponding mall locations in a timely fashion.
- Created and integrated sustainable filing systems for the department.
- Supported the administrative team with any and all projects.

Receptionist, February 2013 – September 2013

- Supported the Office Manager with day-to-day responsibilities including: answering high-volume multi-line phone system, scheduling and maintaining calendars for six conference rooms, greeting and directing all guests, building and sustaining relationships with vendors, sorting incoming and outgoing mail (via UPS, FedEx, USPS, courier)
- Ensured kitchens and supply rooms were stocked at all times by managing inventory duties.
- Supported the office of the CEO with any and all needs.

Texas Wings

Denton, TX

Server, Bartender, Trainer, September 2008 – February 2014

- First bartending job. Small bar area, seats about twenty. Loud, fun atmosphere. High alcohol sales. Trained and oriented new hires. Ensured timely and prompt service to all guests. Handled all carry out orders, table drinks, bar guests. Managed bar stock/inventory.

Crowne Plaza Invitational at Colonial Country Club

Fort Worth, TX

Cocktail Server (Champions Club), May 2009, 2011, 2012

- Serviced two fine-dining banquet dinners, five hundred guests each night. Laid back cocktail service for club members and guests during the five day PGA Tournament. Ten thousand square foot tent with one hundred cocktail tables. Three full bars. High volume, fast-paced environment.

The Andersons

Dallas, TX

Child Care Provider, September 2008 – June 2010

- Caregiver for two children, ages five and seven. Organized activities for children, helped with school work, provided transportation to extracurricular activities. Big sister role.

Red Bull North America

Dallas, TX

Wiiings Team Member, August 2007 – June 2008

- Shared passion and love of the brand with future and current consumers at unexpected and unique times.
- Built and maintained professional relationships with key contacts that would be helpful in developing sampling opportunities.
- Collaborated with sampling partner each shift with the goal of developing brand loyalty with the consumer.

References available upon request.