

# BRANDON BRACHO

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24-25 92nd Street East Elmhurst, NY 11369

## WORK

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### Propark Mobility

*Bookkeeper*

Whitestone, NY

February 2020 - Present

January 2018 - April 2019

- Manage Accounts Receivable for 10+ locations.
- Generate weekly aged balance reports comparing outstanding balances over different periods in time.
- Send monthly financial and logistical progress reports specifically tailored to client's needs.
- Work alongside accountants to reconcile AR financials on a monthly basis.
- Work alongside Operations Management, providing them key financial and logistical data along with operational suggestions to maximize profit and minimize expenses.
- Attend monthly progress meetings discussing financial standing of locations, monthly reconciliations/closings, data entry etc.
- Track and register AR financial data using a transient and monthly revenue recording platform.
- Attend to customer inquiries regarding outstanding balances, monthly parking availability, payment options etc.
- Trained several members of Operations team on how to read/analyze various financial reports.

### Assistant Manager TWA Hotel

Jamaica, NY

April 2019-February 2020

- Managed a 25+ employee valet parking operation at one of New York's most prolific novel hotels.
- Worked alongside event planning management and Port Authority to plan accordingly for 300+ vehicle events.
- Created a SOP (Standard Operating Procedures) to reference during events.
- Assisted in creating various financial models depicting revenue and profitability sorted by different parking rates, 3<sup>rd</sup> party parking profitability, cost and profitability of parking at Port Authority garages, labor cost, etc. as per client's request.
- Tracked and transposed over 7+ months of parking data including daily vehicle volume by rate, parking occupancy, validation volume etc. into a KPI (Key Performance Indicators) report.
- Reviewed monthly financial reports including general ledgers, actual vs income statement, and trend reports. Assisted in creating cover letters for client, summarizing financial findings along with operational solutions to either correct or accentuate such findings.
- Assisted in executing operational adjustments in accordance to financial findings in order to maximize profit while not sacrificing exceptional customer service.
- Assisted in the implementation of 3<sup>rd</sup> party parking affiliation which nearly doubled gross revenue.

### SmartPark LGA

*Supervisor*

Flushing, NY

March 2016-January 2018

- Ensured operational needs and exceptional customer service standards were met daily.
- Assisted in scheduling 15+ employees in accordance to payroll budget.
- Assisted in managing an airport parking operation that included 4 running shuttle buses and a 300+ spaced lot during a transitional period at LGA.
- Directly dealt with customer relations including processing and filing claims, responding to inquiries, service recovery, etc.
- Attended monthly meetings with senior management to discuss consumer ratings, operating expenses, 3<sup>rd</sup> party marketing etc.

## EDUCATION

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### Queens College, City University of New York

Bachelor of Arts in Economics

Expected Graduation Date: February 2021

Major GPA: 3.40/4.00

Flushing, NY

September 2016 - Present

*Relevant Coursework:* Macro/Microeconomics, Economic Analysis, Statistics Applied to Economics, Business Economics, Money and Banking, Python, Differentiation, Calculus Applied to Social Sciences, Accounting

### Aviation Career and Technical High School

Long Island City, NY

High School Diploma, June 2013

- Federal Aviation Administration accredited shop training specializing in Aircraft Maintenance.
- Worked on hydraulic systems, pneumatics, avionics, pumps, and compressor systems, 100-hour inspections, non-destructive testing and technical write-ups.

## LEADERSHIP

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### Alliance of Latin American Students

*Treasurer*

Flushing, NY

January 2017-January 2019

- Created and maintained a balanced accurate budget each semester.
- Managed a budget of \$7,000 to use for events, perks etc. for a club of 30+ people.
- Presented weekly/monthly financial reporting to senior leadership in club.

## SKILLS

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**Software:** Python, Microsoft Office, SQL, SPSS

**Languages:** Spanish (Bilingual Proficiency), Italian (Limited Working Proficiency)