

**Joseph Giralt**  
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**409 Gregory Ave. Apt 2F, Weehawken , NJ 07086**  
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**PROFILE**

A top performer with exceptional interpersonal, communication and public relations skills that allow the development of strong rapport with individuals on all levels. Adept at analyzing and resolving problems and implementing the needed solutions/responses. Results-oriented, highly motivated to succeed. Energetic and assertive, skilled at the coordination and implementation of multi-faceted operational procedures. A sound professional attitude with pride in personal performance.

**EMPLOYMENT**

**Junior Special Forces Operator**  
**U.S. Army National Guard**  
*Springfield, Massachusetts*

*June 2006 - Present*

- Trusted to travel to foreign nations friendly to the United States and train their military organizations in counterterrorism, counterinsurgency and other methods to maintain power and deal with threats from within and outside the host nation
- Trained to act as a diplomat during peacetime and help foreign groups restore power after a government has collapsed
- Trained during wartime to penetrate enemy defenses and create and manage insurgencies from within enemy territory

**Clerical/ Technical Assistant**  
**Board of Education**  
*Brooklyn, NY*

*January 2006 - June 2006*

- Created work sheets organizing student and employee data.
- Was charged with maintaining an accurate summary of the minutes and topics reviewed in various meetings
- Responsible for the in-office mass document production.
- Utilized spreadsheets and IT developed programs to produce and communicate student information
- Responsible in assisting and regulating all IT related work within the office
- Assisted in the maintenance and repair of the computers and computer networks throughout the building

**Manager**  
**Mixed-Up Mosaics Corp.**  
*NYC, NY*

*August 2004 - January 2006*

- Managed Craftsmen and the time tables pertaining to their projects
- Trained all new Craftsmen
- Acted as a liaison for the corp. to personally deal with clients internationally
- Aided in the organization of travel arrangement for executives
- Was responsible for the organization of all raw materials
- Aided in the organization of all time tables pertaining to commercial and residential projects

**Designer /Craftsman**  
**Mixed-Up Mosaics Corp.**  
*NYC, NY*

*September 2002 - August 2004*

- Met with Commercial Clients and created products based on their needs
- Created presentations to enable commercial clients to visualize the final products, the work timeline, and the total cost of their project
- Created mosaics using stained glass and glass beads
- Designed seasonal styles

**EDUCATION**

September 2005 – June 2006

**Brooklyn College**, Brooklyn, New York  
**NIGHT PROGRAM ( MAJOR : LINGUISTICS )**

Summer 2004

**Columbia University**, New York, NY  
**Summer Program (EMS training)**