

# Joseph Viccora

Nesconset, NY 11767 - 516-497-3980 (C) - JViccora@gmail.com

## Summary

Focused and diligent **Vice President** with over 7 years maintaining seamless business operations. Smoothly administer budgets, train staff and monitor procedures to maximize efficiency and balance objectives with operational requirements.

## Highlights

- MS Office proficient
- Photoshop experience
- Adobe proficient
- CAD experience
- Sales experience
- Underwriting experience
- Seasoned manager
- IT/Systems experience

## Accomplishments

Created proprietary back end lending platform

Developed institutional credit policies

Managed web and application development teams across multiple platforms

## Experience

Libertas Funding, LLC

October 2016 to Current

Vice President of Operations

Greenwich, CT

- Brought about substantial operational improvements by reworking policies and enhancing enforcement.
- Leveraged analytical, design and implementation skills to offer leadership and support to all operations areas.
- Coordinated work across departments to keep teams on track with company goals.
- Established, enforced and updated policies keeping business agile and responsive to changing market conditions.
- Facilitated HR operations, which included strategic workforce planning, performance management, staffing and administration of benefits.
- Hired and mentored core start-up team, working to outline initial company policies and procedures.

Merchants Capital Access

September 2012 to January 2016

Client Retention Manager

Melville, NY

- Created client retention department
- Managed entire MCA portfolio
- Managed department of 5+ employees
- Analyzed existing portfolio to create relevant sales and underwriting policies for future retention files

Merchant Direct Capital

February 2012 to September 2012

Sales Manager

Patchogue, NY

- Managed overall operation of sales floor
- Worked to create new avenues for lead generation

## Education

Stony Brook University

2012

Bachelor of Arts: Political Science

Stony Pointbrook, NY

- Student government representative
- Dean's honor list for 6 semesters