



MARCO GABRIELE

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Summary

Hardworking Business Operations Manager with 8 + years' experience in the Information Technology industry. Solid knowledge and understanding of day-to-day business needs with focus on operations, administration, accounting, and human resources. Offering expertise in web development and project management.

Skills

- Project Management, Agile Methodology, Scrum Master, Process Improvement, Workflow
- Documentation, Optimizing Business Systems, and Contract Administration.
- Accounting: Payroll (ADP), Invoicing, QuickBooks, AP/AR, and Financial Analysis.
- Human Resources: Full cycle – Talent Acquisition to Termination, Benefits Administration, Immigration Law, Leaves, Policy & Procedures, Employee Retention and Relations, Training, and Performance Measurements.
- IT: Support, Deployments, Licensing
- HTML/CSS
- JavaScript
- jQuery
- React.js
- SQL

Experience

DNTG | Cerritos, CA
Director of Business Operations
01/2018 - Current

- Directed business operation processes and developed policies.
- Provided leadership, direction and strategic planning for business unit operations, including labor management, training and process flow, employee engagement and retention, quality, business system demand management and business transformation.
- Oversaw company operations, customer service, resource management and profitability.
- Acted as liaison between multiple departments to support operational productivity and represent corporation.

Dntg | Cerritos, CA
Human Resources Manager
03/2013 - 12/2017

- Advised leadership on HR-related issues, including vacation and sick time, benefits, job services and employment discrepancies.
- Managed full-cycle human resource operational activities to maximize HR employee performance.
- Developed hiring and recruitment policies to drive transparent and fair hiring process for selecting candidates on basis of merit and relevance with job.
- Created compensation and benefits structures to align with market conditions and budget demands.
- Supported top talent identification processes by interviewing candidates and executing onboarding, orientation and benefits processes.

Volleyball Teams | Italy
Volleyball Coach
10/2001 - 05/2011

- Coached professional athletes to become stronger, more agile athletes and more successful competitors through focus, effective training and proper nutrition.
- Developed training and exercise programs to meet individual requirements and team play strategies.

Volleyball Teams | Italy
Athlete
09/1999 - 05/2011

- Successfully balanced several hours per week of athletic activities while managing demanding academic schedule.

Education and Training

IUSM | Rome, Italy
Bachelor of Science in Kinesiology
10/2005

UNICH | Chieti, Italy
Master of Science in Sports Medicine
10/2012

FIPAV | Rome, Italy
Postgraduate Courses in Sports Studies
Coaching
Kinesiotaping certification program
Conditioning/Fitness/Nutrition

CIO | Bologna, Italy
Osteopathic Medicine
09/2006

Languages

English:

Native/ Bilingual

Spanish:

Native/ Bilingual

Italian:

Native/ Bilingual

Certifications

- SHRM-SCP Professional Certificate
- Agile
- Scrum master
- HTML
- CSS
- JavaScript
- jQuery
- React.js
- SQL