

Marlon Giraldo

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ACADEMIC BACKGROUND

New York University, New York Business Administration

June 2017

John Jay College of Criminal Justice, New York International Relations

June 2015

PROFESSIONAL EXPERIENCE

ARAMARK , New York

January 2017 –January 2020

Retail Operations Supervisor – Citifield and Louis Armstrong Stadium

- Integration of the functional areas through conflict management and immediate action in operational gaps and overlaps.
- Team supervision contacting over 40 employees monitoring shift rearrangements, reducing scheduling conflicts and positioning employees based on their adaptive skillset.
- Supervision of the functional areas in order to guarantee the level of services agreed during planning adapting operations and services along with the functional areas in accordance with vendor needs.
- Oversaw the mode of transport viable along with cargo entry authentication into stadium facilities.
- Debriefing meetings to consult with team members and create field initiative procedures in case of hazard.

THE MONIAN GROUP, New York

August 2012- January 2017

Costumer Experience Supervisor– Residential and Commercial

- Attended to tenant and occupant's concerns arranging orders to contractors finding solutions in servicing 20+ properties contacting through telephone and email on a daily basis.
- Responsible for allocation of inventory from our vendors while attracting new vendors through email and over the phone as necessary.
- Supervised commercial property social events including business professionals, musicians, celebrities, NBA, NFL players and other talents including the filming supervision of recent box office films like John Wick.
- Coordinated constantly with event management and transportation companies approving industry standard event planning for over 25 events.
- Attained brand partnerships and introduced media influencers across platforms for the purpose of engaging the company with a broader client retention.

RICHARD JASPER ATTORNEY AT LAW, New York

August 2011 – September 2012

Paralegal Translator

- Developed nationwide public speaking circuit for lectures on case law for this office in conjunction with coordinating models of presentation applied throughout lectures in more than 10 top universities.
- In charge of monitoring client authorization within the court of appeals or appellate divisions in the Eastern and Southern districts of New York with deadlines coordinating judicial transcripts drafted into court.
- Supervised the case load for 150+ clients both in pre-trial process and court hearings sentenced to serving time in Federal and State prisons throughout.
- Responsible for interpreting court ordered transcripts from English to Spanish and Spanish to English, redacting written and audio accounts for legal record within the office to be delivered to trial.
- Translated and transcribed judicial recordings, transcripts, and other forms of evidence for a diverse client network of attorneys throughout the eastern and southern districts of New York.

Languages: English (Native) **Spanish** (Fluent) **Portuguese** (Fluent)

Technical Skills: Office, Adobe Photoshop, Powerpoint, Excel, Zoho (proficient) Netsuite (Proficient) Express Scribe Pro (Proficient) Ontraport (CRM)