**Marlon Giraldo**

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**Academic Background**

**Universidad de Barcelona, Spain -** Bachelors Business Management *June 2015*

**Kingsborough College, NY** - Associate in Arts *August 2011*

**Professional Experience**

**ARAMARK ,** New York *January 2017 –December 2019*

*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.
* Field of play and front house operations support (gross capacity around 42.000 seats).
* Debriefing meetings conduction to consult with team members and craft field initiative procedures.

**THE MONIAn GROUP,** New York *August 2015- January 2017*

*Assistant Property Manager – Residential and Commercial*

* Attended to tenant and occupant’s concerns contacting and arranging orders for contractors to find solutions in servicing 20+ properties.
* Responsible for listing scheduling and accounting for our our vendor services while scheduling new vendors through email and over the phone as necessary for weekly tasks.
* Presented and scheduled the signing of lease contracts with prospective tenants and occupants going over contractual agreements for pro tem allocation of properties.
* Managed office agenda and held staff accountable for successful completion of tasks in weekly company memos.
* Scheduled daily meetings between prospective lessee and leasing agents creating contractual agreements to both luxury residential and commercial properties.

**RICHARD JASPER ATTORNEY AT LAW***, New York* *August 2010 – September 2014*

*Paralegal Summer Position*

* Scheduled and assisted in a 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.
* Responsible for developing discussion with clients’ families in the United States, Colombia, Venezuela, and Mexico to develop a legal narrative based on the clients upbringing to be presented translated to court.
* 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.

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

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