

Mark J. Miraglia
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Objective:

To obtain a career position with a successful organization that offers challenges suitable to my diverse skill set.

Experience:

Underwriter: July 2010 – August 2013, Kelly Capital (Internal Advancement)

Operating beneath Kelly Capital's Vice President for Debt Capital Markets, this position encompassed all phases of debt acquisition in the secondary market. As a member of the underwriting team, I participated in loan portfolio purchases from initial debt identification through due diligence periods; and beyond offering periods to closing.

Primary duties included:

- Loan File Research
- Collateral Valuation
- General Financial Reporting

Employment ended with mutual satisfaction due to the firm's relocation and employer is available for reference.

Human Resources Coordinator: March 2007 – July 2010, Kelly Capital

Reporting to the Director of Human Resources, this position supported multiple subsidiary corporate entities employing over 600 people in 20 states.

Principal responsibilities included:

- Recruiting and Vetting Applicants
- Ensuring Compliance with all applicable State and Federal Labor Laws and CBAs
- Workers' Comp Claims, Benefits Eligibility and State Unemployment Filings

Operations Manager - March 2006 - January 2007, Absolute Perfection Auto Services

This tenure encompassed all aspects of small business management for a full-service parking management and valet company.

Responsibilities ranged from:

- Hiring and Personnel Management
- Client Negotiation
- General Operations Management

Employment ended with mutual satisfaction and employer is available for reference.

Core Competencies:

- MS Excel, Word, Outlook & PowerPoint proficiency, MS Visual Basic for Applications, SQL Reporting
- Job-specific experience with Oracle Enterprise One and ADP PayExpert employee management systems.
- QuickBooks Pro accounting software.

Education:

Bachelors of Arts, Literatures in English and Spanish, 2001 (University of California at San Diego)

Languages Spoken:

Spanish proficiency, English fluency.

Employment References:

Dan Will (President) – Eric Lofgran (VP)
Kelly Capital
12730 High Bluff Drive
San Diego, CA 92130
619.687.5000

Mario Herbelin (Owner)
AP Parking Management
2451 State Street
San Diego, CA 92101
619.235.8390