

Marvin A Garcia
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(347) 436-7861

EDUCATION

CUNY Borough of Manhattan Community College, New York, NY

Associate in Applied Science in Small Business/Entrepreneurship

Expected 05/2023

AWARDS and HONORS

Dean's List

Fall 2021, Spring 2022 & Fall 2022

Inductee: National Society of Leadership and Success

April 2022

Inductee: Phi Theta Kappa

March 2022

WORK EXPERIENCE

Regency Residence At Lawrence, Long Island, NY

Concierge

September 2020-present

- Answer and direct phone calls to appropriate personnel and assist callers with directions or instructions for building.
- Manage mail, luggage, and deliveries of tenants and visitors.
- Provide conflict mediation to building residents and staff.

Regency Residence At Lawrence, Long Island, NY

Building Porter

March 2019-Present

- Clean and organize building areas as required by management.
- Identify repair needs and major maintenance concerns
- Review inventory for supplies and products and notify management to restock needed products.

Event Planner NY , Long Island, NY

Light Technician

September 2016 -January 2020

- Programmed consoles and loaded automated color change systems prior to events.
- performed proper maintenance of lighting equipment, ensuring safety and quality operations.
- Enforced adherence to health and safety regulations.
- Worked with other light technicians in set-up and operation of lighting equipment for special events.

SKILLS

Bilingual in English and Spanish

Relationship/Collaboration

Knowledge of MS OFFICE (Word, Excel, PowerPoint, Outlook)