

Brando Colon

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Professional Summary:

I am an organized and dependable candidate successful at managing multiple priorities with a positive attitude. My willingness to take on added responsibilities to meet team goals is abundant and I never give up or shy away from challenges. I am a detail-oriented team player with strong organizational skills. I am technically sound and proficient with Microsoft Office, web design, social media marketing. I also have extensive experience in the hospitality and customer service industries. I wish to seek and maintain a full-time or part-time position that offers professional challenges utilizing my interpersonal, time management and problem-solving skills.

SKILLS

- Excellent communication, organizational and interpersonal skills
- Web Design
- Web Maintenance
- Social Media Marketing
- Microsoft Office
- Outreach & Hospitality
- Client Relationships
- Tech Proficiency
- Tech Writing
- Article/Blog Writing
- Scheduling
- Fluency with Spanish

EDUCATION

Hostos Community College

Major: Business Management

Minor: Marketing

8/2015 – 12/2019

Buffalo State College

Major: Business Administration

8/2014 – 5/2015

EXPERIENCE

Meduza Mediteranea

8/2023 – 2/2024

Position Held: Host

- Received guests with warm smile and greetings
- Checked guests in as “Walk Ins” or under their scheduled reservations using Seven rooms program
- Performed coat check ins for any guests in an effort to create a more comfortable atmosphere
- Seated guests at their designated tables and performed the restaurants opening spiel for further invitation and to give guests a better understanding of the menu
- Assisted servers/back-servers with any extra placements for plates and silverware
- Answered phones to address any and all guest requests
- Trained incoming hosts so they would have a great starting point for understanding the position
- Handled any and all guest concerns and issues

Legacy Planning Solutions

3/2020 – 3/2023

Position Held: Financial Therapist/Planner

- Website design & social media outreach for the company
- Social media marketing for a greater presence for current clients as well as incoming clients
- Greeting the clients entering the office whether regulars or first-time visitors
- Intimately discuss personal and financial wellbeing of any and all individual clients and their families
- Assist clients in technical issues concerning their electrical devices due to extensive knowledge in technology
- Sorting, filing and creating files/folders for each client and their families to ensure efficiency of their documents and records required by the business
- Calling and Scheduling appointments for any and all clients interested in beginning or continuing the services provided by the business
- Screening incoming calls for quality assurance and delegating responsibility for particular calls to uphold the integrity of the business

Duane Reade Powered by Walgreens

3/2018 – 5/2019

Position Held: Team Associate Cashier/Stockperson

- Bringing in shipments of merchandise to be sold and/or organized
- Sorting out different products belonging to specific sections of the store
- Updating the inventory for given sections throughout the day
- Organizing shelves of products and printing out mylars for pricing each displayed item
- Providing customer care, requests, and answering questions pertaining to the store, products or the pharmacy
- Providing customer service while attending to a register and ringing up other customers
- Granting customers special discounts based on our rewards system

AMC Lincoln Square 13 – Movie Theater

12/2016 – 1/2018

Position Held: Film Crew Associate

- Working in concession area to provide guests with the highest quality food available
- Selling premiere as well as insider AMC memberships for guests and their future benefits
- Ushering for the theater to maintain its cleanliness and stylish presence
- Ticket taking so each guest knows where they go and how much time they have for purchasing concessions beforehand
- Hot foods assembling/cooking, to provide guests with gourmet hot and more filling foods
- Customer service to ensure any and all guest complaints are met with the highest efficiency and haste

Department of Sanitation

1/2016 – 2/2016

Position Held: Snow Shoveler

- Shoveled snow and broke up ice in the wake of winter storms
- Assisted with sanitation efforts in and around the Hunts Point area of the Bronx

Green Street Solar Power

6/2015 – 11/2015

Position Held: Project Management Assistant/Intern

- Assisted with decision making as to which customer projects to accept
- Provided quality over-the-phone customer service and support
- Site-surveyed customer homes
- Canvassed on hosted events to market Green Street solar technology to the public
- Databased and catalogued customers' information by utilizing the *Salesforce* and *Securisync* programs

Just 4 Kids

7/2012 - 08/2012

Position Held: Child Care Provider

- Coordinated and lead stimulating and educational group activities for children ages 3 to 5
- Communicated with children's parents or guardians about observed behaviors and any related issues
- Provided children with a safe, secure and cleanly environment