

MARNELCY ROSARIO

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LEADERSHIP & DEVELOPMENT

- Qualifications:**
- Over 5 years' experience working with children and early childhood education.
 - Exceptional leadership, planning, time management and organizational qualities.
 - Excellent interpersonal skills and ability to work effectively with a diverse population.
 - Bilingual: Fluent in English & Spanish with exceptional verbal and written communication skills.
 - Proficiency in MS Word, Excel and PowerPoint.

Professional Experience: *Grand Street Settlement, Brooklyn, NY*
Assistant Director, 2016-Present

- Manage administrative functions to ensure smooth and efficient operations of the organization.
- Ensure performance goals are met and set.
- Support the organization's strategic alliances and partnership.
- Represent the organization to the public, key stakeholders and business partner.

Evening Supervisor, 2016

- In charged with maintaining the day to day "evening program" administration and supervision of center staff and programming.
- Responsible for supervision and coaching a staff body of 30 members. Assisted in the development of evening programs, ensured quality activity implementation through supervision of all program activities.
- Ensured that Agency goals and program objectives were met by targeted deadlines.

Administrative Assistant, 2015- 2016

- Responsibilities include creating and performing registration intake process, data input, and data management.
- Attendance in online system including sales-force.
- Performed office inventory, maintain check requisitions and order all supplies.
- Conduct DYCD reports periodically and report to Directors to ensure that contract goals are met.

Mentor Coordinator, 2015- 2016

- Supervised mentor program which includes: evaluation of mentor candidates and selecting those who possess skills to help guide youth.
- Monitor and evaluate mentor and mentee relationship, as well as help establish a healthy relationship between them, and enhance communication barriers that will strengthen mentor to mentee connection.
- Responsible for coordinating all trips and program activities, as well as planning out special events.

Education: *New York City College of Technology*, Brooklyn, NY, Human Services, Expected 2019

Accreditation and Certification:

- American Heart Association Heart Saver First Aid, 2016
- American Heart Association Heart Saver and Healthcare Provider, 2016
- Certified Mandated Reporter