

MARLON AREVALO

CONTACT INFORMATION:

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EDUCATION:

New York University, New York, NY
Bachelor of Applied Sciences in Computer Science, Major GPA: 3.7

Queens Borough Community College, New York, NY
Associate of Applied Science in Computer Information Systems, Major GPA: 3.5

EXPERIENCE:

COLLABDESIGNS, Queens, NY 12/17 – Present

Account Manager (Freelance)

- Handling negotiation, briefing and consultation with potential clients.
- Facilitating all communications between clients and production.

PROMOTIONAL DEVELOPMENT, Brooklyn, NY 10/16 – 11/17

Project Manager

- Generate work and purchase orders, managing scope, budget, time lines, and production
- Facilitating communications with vendors to complete purchase orders that meet projects needs. In budget and on time
- Handling communications between vendor, sale rep, and production team
- Major Accounts held 'L'Oreal', 'Estee Lauder', 'Charlotte Tilbury'

DESIGN DISPLAYS GROUP, Carlstadt, NJ 01/15 – 07/16

Project Manager

- Working in 'Global Shop' ERP software to generate work and purchase orders, manage project scope, expenses, and timelines based on the supply and demand, oversee production and identifying project risk
- Working with purchasing agent and vendors to meet demand for project needs with in budget and on time
- Handling communications between vendor, sale rep, and production team.
- Facilitating communications vendors and clients. Vendors including Greenway Packaging, Stirrup Metal, Rugby Wood Products
- Major Accounts include 'Victoria Secret', 'Benjamin Moore', 'Estee Lauder'

POP DISPLAYS, New York, NY 08/04 – 11/14

Project Manager

- Manage multiple projects simultaneously while providing strategic direction in all aspects of active projects
- Identify potential problems to minimize delays in production and possible lost in revenue.
- Working with 'Attask' and other software's to handle documenting progress, record plans, highlight reports, risk logs, and requests
- Delegating team assignments and monitor team performance to ensure accuracy to adhere to project time line
- Handling direct distribution and installation of prototypes
- Managing client expectations by ensuring delivery of highest quality service by deadline
- Working with over 35 various vendor in different fields including: Bridge Metal Industries, LLC., Falcon Metal, Earth Spectrum, Emerging Images, Barrows, and many more.
- Major accounts maintained include 'L'Oreal', Maybelline, 'Armani', 'Khiels', Dove, 'TRESemme', 'Nexus', Ralph Lauren, 'Essie', etc.
- Projects include: 'Rite Aid Beauty Reinvention', 'L'Oreal Eclipse Cosmetics Wall', Maybelline Urban Digital Wall' and many more

Sales Support

Handled daily requests from sales rep. Served as Liaison between client (L'Oreal) and vendor (DIAM). Provided quality control (i.e. Replacement orders, fixtures). Construct and install fixtures and walls for product display. Oversee replacement parts and permanent display distribution

Personal Qualifications:

- A highly resourceful, flexible, innovative, and enthusiastic individual
- Well organized and an excellent team player with a proven ability to work pro-actively in a complex environments
- Excellent verbal, and written communication with very strong leadership skills
- Strong attention to detail and focus on task completion
- Well rounded individual with strong networking skills

Project Management skills:

- Experience working in multi vendor environments
- Manage technical process and resolve issues with Technical teams
- Excellent documentation & report writing skills
- Ability to manage multiple projects simultaneously and under pressure
- Experience working with industry leading vendors and clients
- Willingness to participate with hands-on involvement in all aspects of the project to ensure quality completion
- Familiar with the functions, work flow and processes of various production teams including creative, manufacturing and technical teams.

Sales and Distribution Talents:

- Knowledgeable in all aspects of the field
- Handling direct distribution and installation of prototypes
- Aware of operation process, planning, management, common problems & solutions
- Strong attention to detail, time management and always on task
- Individual that excels in the ability to create and maintain excellent client rapport
- Excellent presentation and negotiation skills

Technical skills:

- Experience with communication real time management software's including 'Global Shop', 'Attask' and 'Redbooth'
- Strong understanding of Microsoft Office suite and Autocad drawings