

MARLENE CARRIO

CONCIERGE CFO

OBJECTIVE

I am looking for an opportunity in a reputed organization where I can complement my skills and utilize my experience to contribute into your business in the most effective manner. I plan to apply my technical and managerial skills to achieve, develop, and implement my innovative ideas, expertise and creativity for accomplishing projects in a highly effective manner. I am seeking to become an indispensable asset to your organization that will accentuate these abilities by maintaining high quality production through dedication.

EXPERIENCE

- Zeal Consulting | 2017 - Present

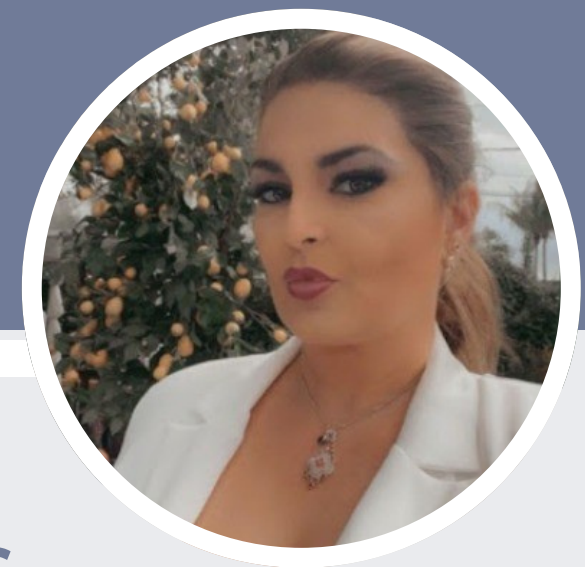
Whether it's taking a business to the next level through various avenues of marketing and advertising, to organizing financials and executing budgets and reporting, my skills and practices will establish processes to accomplish your every goal. I have worked in a various array of industries, financial, commercial, retail, industrial, transportation, janitorial, fashion, medical and beauty.

- Freight Masters | Chief Financial Officer | 2004 - 2017

Created a team that managed payroll, QuickBooks, bank reconciliation, driver settlements, billing, recruitment, logistics, fuel taxes as well as everything that needed to be done in order to run a transportation and logistics company. Our fleet of over 80 units ran in all 48 states and specialized in dry goods. Supervised and managed results driven culture to produce yearly sales to exceed \$9M.

- 1121 Hair Designers | Bookkeeper | 1994 - 2004

In charge of managing payroll, all accounts payable, receivables and merchandising. I reviewed resumes and kept all of the advertising up to date. I ordered supplies and kept a strict inventory. I am organized and able to perform and multi-task when necessary.



SKILLS & AWARDS

- Bilingual in English and Spanish: speaking, reading, and writing.
- Excellent proficiency in MS Office, XP, QuickBooks (POS, Online and desktop) Canva
- Typing: 50 WPM.
- Dean's List recipient
- Yearbook Staff
- PRSSA. Honorary UM Piano Proficiency Credits. Volunteered for ASCAP, Hands on Miami, Miami Bridge, Hebrew Home of South Beach, Regis House, Botanical Garden and UM Youth Tennis.

EDUCATION

MBA – Management/ Nova Southeastern University
October 2010 – October 2012

BA – Advertising & Sociology/ University of Miami
August 1998 – December 2004

CONTACT



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